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Paralegal Certificate Program
extension.uci.edu/legal
paralegal@unex.uci.edu
(949) 824-4598

SCAN CODE TO HEAR FROM GRADUATES AND MEMBERS OF THE LEGAL COMMUNITY

UC Irvine | Extension
Job Search Guide

Corporate Alliance Group (CAG) 3
Career Center Fairs 3
The Career Journey 4
Career Center Services 5
Job & Internship Search Strategies 6
Your Online Presence 7
LinkedIn 8
Informational Interviews 10
Evaluate the Interview 11
Networking 12
Resume Help 13
What is a CV? 13
Resume Categories 14
Action Verbs 15
Resume Examples 16
Too Much or Too Little 28
References 30
Cover Letters 31
Email Correspondence 33
Thank You Letters 34
dress for an Interview 35
10 Steps to Interview Success 36
Behavioral Interviews 37
Typical Interview Questions 38
Questions to Ask Employers 39
On Campus Interviews (OCI) 39
Evaluating Company Benefits 40
How to Negotiate a Job Offer 41

ADVERTISER INDEX

Career Opportunities
Balboa Capital 41
eQ Technologic, Inc. 38
Kiewit Infrastructure West Co. 42
Lab Support 7
MapR 34

Educational Opportunities
Alliant International University 45
American University of the Caribbean School of Medicine 44
Bastyr University 44
University of California Center Sacramento, UCCS 50
UC Irvine Extension, Paralegal Certificate Program 1
UC Irvine Extension, Teaching English As A Foreign Language Certificate Program 52
UC Irvine, The Paul Merage School of Business Inside Front Cover California Health Sciences University College of Pharmacy 48
Chapman University 44
Claremont McKenna College, The Robert Day School of Economics and Finance 46
FIDM, Fashion Institute of Design & Merchandising 43
Universidad Autónoma de Guadalajara, School of Medicine 51
Johns Hopkins University School of Nursing 46
Pacific College of Oriental Medicine 48
Pacific University 47
Palmer College of Chiropractic 48
Santa Clara University, School of Education and Counseling Psychology 46
Science, Mathematics And Research for Transformation (SMART) Scholarship for Service Program 42
St. George’s University 49
University of Southern California School of Social Work 50
U.S. Army Health Professions Scholarship Program Inside Back Cover Williamette University 50

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Thank you to our
2013-2014 Corporate Alliance Group Members

For a listing of 2014-2015 CAG members, go to www.career.uci.edu

Career Center Fairs

The UCI Career Center hosts career fairs every year in fall, winter, and spring. Learn more about the opportunities available, getting prepared for the day, and other event details at www.career.uci.edu.

2014-2015 Event Dates

Engineering, Science, and Technology Fair
October 23, 2014
Meet some of the top tech, science, and engineering companies from around the area.

Fall Career Fair
October 30, 2014
All students are welcome to attend our general Fall Career Fair open to all majors. This fair attracts a broad range of companies looking to fill full-time, part-time, or internship opportunities.

Law School Fair
November 3, 2014
Meet and network with law school admissions representatives from around the country.

Graduate School Fair
November 4, 2014
Meet and network with representatives from a variety of graduate and professional schools.

Internship & Career Fair
January 22, 2015
With summer only a few months away, get started on finding your internship or full-time position here.

Health Professions Fair
April 14, 2015
Meet and network with representatives from a variety of health professions graduate schools.

Spring Career Fair
April 30, 2015
Ready to graduate or need job experience? This is your last chance to find a job before the academic year ends. Don’t leave school without finding an opportunity!

For a list of participants, go to www.career.uci.edu and click “ZotLink.” Find the “Events” tab and view an updated list of companies that are registered for our fairs.
The Career Journey

**Self Assessment**
Who am I?
Assess your:
- Interests
- Skills
- Motivators
- Values

**We can help:**
Individual Appointments and Career Assessments

---

**Action**
Find your career.
Start:
- Write a resume
- Search for a job
- Apply to positions/Grad School
- Interview

**We can help:**
Individual Appointments, On Campus Interviews, Workshops and Webshops, Career Fairs, ZotLink, Going Global

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**Career Exploration**
What’s out there?
Explore:
- Job Descriptions
- Career Outlook
- Salary
- Educational Requirements

**We can help:**
Individual Appointments, ZotLink, Career Discovery Series, Career Fairs, Employer Info Sessions

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**Questions?**
Stop by for drop-in advising, Monday-Friday from 11am-3pm.

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**Decision Making**
What career is best for me?
Evaluate Options:
- Intern
- Volunteer
- Informational Interviews

**We can help:**
Individual Appointments, LinkedIn, Career Fairs, Anteater Career Network, ZotLink, Workshops and Webshops
Career Center Services

**Individual Career Counseling**
Appointments with professional career counselors are available for career planning, job search and graduate school preparation.

**Drop In Advising**
Ten-minute drop-in career consultation & resume reviews.

**Internship Advising**
Internship workshops and individual advising appointments are available.

**Workshops**
Offered daily to provide information about resume writing, interviewing techniques, job search strategies, internship planning, and graduate/professional school preparation.

**Webshops**
24/7 access to workshops: Short flash presentations on career/job search related topics.

**Career Panels**
A series of panel presentations on various industries and careers. You will have the opportunity to gain knowledge about your particular career interests and network with professionals.

**Career Assessments**
The Strong Interest Inventory and the Myers-Briggs Type Indicator will help you gather information for career decision making.

**UCDC and Sacramento Internship Programs**
Provides students with the resources to obtain summer internships in Washington, D.C. and Sacramento.

**On Campus Interviewing (OCI)**
Companies conduct on campus interviews each quarter of the academic year for full-time and internship positions.

**Job & Internship Listings (ZotLink)**
Over 22,000 full-time, part-time, work-study, internship, and summer/seasonal positions are listed on ZotLink each year.

**Resume Books**
An easy and effective way for students to access the hidden job market. Students upload their resume to one or more resume books online through ZotLink.

**Going Global**
Online research tool containing country-specific information with recommended websites and insider tips and advice regarding employment.

**Social Media**
Join the Career Center Facebook Group, LinkedIn Group, Instagram Page, Pinterest Page, or follow us on Twitter to stay up-to-date on upcoming events and learn about resources to help with your internship or job search.

**Videos**
View short videos where you can get tips from employers, advice from the Career Center staff, and career-related information from your UCI Peers!

**Quick Tips**
Quick Tips online can answer most of your questions including choosing a major, writing a resume/cover letter, interviewing, dining etiquette, and applying to grad school.

**Events**
- Work-Study & Campus Job Fair (Welcome Week)
- Career Fairs (Fall, Winter, Spring)
- Graduate/Professional School Day (Fall)
- Law School Fair (Fall)
- Health Professions Graduate School Fair (Spring)
- Career Panels – Career Discovery Series (Winter-Spring)
- Guest Speakers (Throughout the Year)

Peer Consultants 2013-2014
Job & Internship Search Strategies

A successful job or internship search will utilize several of these strategies.

Networking

1. Talk to people you know
   □ Discuss career goals with faculty
   □ Conduct Informational Interviews
   □ Attend Career Panels (Winter & Spring Quarters)

   □ Join professional organizations
   □ Inquire directly with employers
   □ Join LinkedIn.com

   ▶ Recommended Resources: Career Center LinkedIn Group, Directory of OC Networking Orgs., dir.yahoo.com/Business_and_Economy/Organizations/Professional

Internships

2. □ Watch “5 Steps to Landing an Internship” webshop (www.career.uci.edu)
   □ Attend “How to Get an Internship” workshop
   □ Search for internships on ZotLink

   ▶ Recommended Resource: ZotLink: www.career.uci.edu

Internet Postings

3. □ Search ZotLink
   □ Review Company Employment Postings
   □ Search job boards specific to your field

   ▶ Recommended Resources: ZotLink, Additional Resources (www.career.uci.edu/online-resource.aspx)

On Campus Recruiting

4. □ Participate in the On Campus Interview Program
   □ View the Introduction to OCI Webshop (www.career.uci.edu)
   □ Attend Employer Information Sessions

   ▶ Recommended Resource: ZotLink: www.career.uci.edu

Career Fairs

5. □ Attend Career Fairs
   UCI hosts a fair fall, winter, and spring quarters
   Check fairs in the community

   ▶ Recommended Resources: Career Fair Events, Career Center Videos

DO

- Tailor your resume/cover letter
- Exhaust all of your resources
- Research the employer
- Keep track of your correspondence
- Dress professionally
- Consider employment agencies

DON’T

- Forget the small companies
- Discuss salary before the offer
- Apply to any and every job
- Procrastinate
- Get discouraged

For more advice, attend a Job Strategies Workshop or stop by Drop In Advising
Your Online Presence

It’s no secret that employers are using search engines and social networking sites to learn about potential employees. Here are some tips on how to protect your image and make the internet work for you in your job search.

Clean it up!

- Google yourself, make sure you would be ok with a future employer seeing what you find.
- Set your Facebook/Twitter to private if you are using them for personal purposes.
- Make sure your Facebook/Twitter profile picture is presentable for an employer, even if these accounts are set to private.
- Untag photos of you that may not be professional.
- Clean up your profiles (no party pictures, no illegal activity, no foul language).
- Use caution when posting on other walls (not everyone uses privacy settings).
- Be aware of applications that may report you on the web (your whereabouts, etc.).
- Make sure your blogs are presentable to a future employer.
- Remove any old versions of your resume that you may have posted.

Make it work!

- Do you know all of your “friends”? They might work for or be a potential employer.
- Google any company in which you have an interest, find out what other people are saying about them.
- Check if any of the companies you are interested in have a Facebook account.
- Join LinkedIn, it’s the professional version of Facebook.
- Join professional groups in LinkedIn and follow companies you are interested in.
- List your career goals on your LinkedIn profile.
- When asking an individual to connect with you on LinkedIn, send a personalized email (not the provided template).
- Check out the workplace networks on Facebook.
- Check if any of your companies of interest have an employee blog.
- Post your resume on ZotLink (after having it critiqued at the Career Center) and opt-in to Resume Books.
- Use caution when posting your resume on unsecure job boards (you may want to eliminate your home address information).
- Create a website to showcase some of your work.
- Use niche job boards rather than huge national ones.
- Take action! Engage with employers online.
What is LinkedIn?
It’s the Facebook for Professionals

Why should you be LinkedIn?
- More than 280+ million members in 200 countries and territories
- Approximately 15% of college students
- More than 3 million Company Pages, over 150 industries
- Executives from every Fortune 500 company
- 85% of employers say online profiles influence hiring decisions
- Your LinkedIn activity impacts your Google ranking

Build a strong LinkedIn profile (Aim for 100% completeness)

- **Headline**: Use your headline to actively promote that you are job hunting. Make it fit the job you want and make sure you use keywords.
- **Photo**: Use a professional photo and if possible place yourself in a field-appropriate context.
- **Summary**: Your professional bio. Use the space to tell your story and what you are seeking. Be sure to use keywords relevant to the career you desire.
- **Skills & Expertise**: Use keywords for recruiters to find you. Use others’ profiles in your industry and job descriptions for ideas. You can select 50 skills. Anything less is leaving opportunity on the table.
- **Experience**: Be thorough and include the accomplishments that don’t fit in the resume. LinkedIn will suggest connections based on your past experience and education.
- **Education**: Add activities and societies you participated in during your college years.
- **Additional Info**: Websites, portfolio, blog, organizations, Twitter, etc. Choose your categories carefully to highlight relevant skills and experiences.
- **Groups**: Join those that match your brand (look at others’ profiles in your industry for ideas). Participate in and post your own discussions to engage with others and build a presence.
- **Recommendations**: Request strong recommendations from your contacts. Aim for one per experience, preferably from direct supervisors.
- **URL**: Customize your auto-generated URL (www.linkedin.com/in/YourName). Promote your profile by adding your URL to your email signature line or business cards.
- **Status Updates**: Do them regularly. Links to articles/resources, announce events you’re attending, new projects. This will bring you up in the Google rankings.
Build your network

1. **Connect** with family, friends, professors, career center staff, bosses—everyone you know.
2. **Upload your address book** from your email accounts but be sure to only connect with people you know or with whom you have some real connection.
3. Write **personalized connection requests**. Check their contact settings first and indicate why you want to connect with them.
4. **Join alumni, university, and career center groups**. You can reach out personally to people in your groups to build your network further.
5. Search for warm contacts like **alumni and industry members**. What groups are they in? Join those groups and participate.
6. **Look up people you meet** in person and connect with them.
7. **Request introductions** to people you don’t know but someone in your network is connected to. Indicate why you want to connect. You’ll need to write to your connection requesting that they introduce you. Note: Do not ask for a job.
8. **Maintain your network**. Thank them for their help and keep them up to date. Think quality over quantity when it comes to your connections.

LinkedIn for your job search

1. Determine **what kind of position** you want by viewing LinkedIn profiles. Use the Advanced Search option for help.
2. Once you know, click the **Jobs tab** and enter the term to search for jobs advertised on LinkedIn. It will also suggest jobs that match your skills and interests. Use the Advanced Search option to refine your job search. Check to see if anyone in your network works or has worked for the company and reach out to them for more information.
3. Search your network using the **Advanced Search** option for people who have worked in the position you are interested in. Reach out to them and ask for help.
4. Search for and **Follow Companies** of interest. Check for new openings, see trends and charts. Look at new hire profiles to see what they’re looking for in a new employee. See where people worked before and after those companies—to get more prospects. Search for and follow those companies.
5. **Apply** through LinkedIn. Note: Your profile is attached to your application.
6. **Do your homework** before an interview. Research the company and people interviewing you on LinkedIn. This will give you an edge over those less prepared.

For more, see [www.linkedin.com](http://www.linkedin.com), and view our LinkedIn webshop on the Career Center’s website.

[www.career.uci.edu](http://www.career.uci.edu)
One of the best ways to gather information is by talking with working professionals representing occupational fields in which you have an interest. Conducting an informational interview is about gathering information about a particular industry or occupation—it is not about asking for a job.

**Something to Think About...**

- Organize a list of questions and be prepared to take notes. You are seeking information and advice, not asking for a job.
- A positive, enthusiastic attitude will create a good impression. People are more apt to help others after they get to know them on a more professional basis—this is a great way to get referrals and begin the networking process.
- Research the occupation as much as possible before conducting the interview.
- Be conscious of time constraints.

**Suggested Questions to Ask**

1. How did you get into this field?
2. What do you like most/least about your job?
3. What is a typical day like?
4. What are the job responsibilities?
5. Are these duties the same for everyone with this job title?
6. What kind of individual (in terms of talent and personality) would be best suited for this kind of job?
7. What are the prospects for someone entering your field today?
8. What advice would you give regarding how to best prepare for entering this field?
9. What advice would you give on how to apply for and find a job in this field?
10. Are there any other sources of information you might suggest?
11. Where might I go to find an employer who could use my skills?
12. What function or service does your office provide?
13. What salary range can I expect to make in this field?
14. Are there any other jobs that are similar to yours but with different job titles?
15. Who do you know that I might benefit from talking with?

Informational interviews are informative and a great networking opportunity. Be polite and thoughtful. Remember they’re volunteering to help you. Always send a thank you note after an interview. Never burn bridges. Places of worship, sports clubs, internships, and friends are great resources to find contacts. Don’t be shy. You are wasting your time if you don’t ask the questions you want answered; but remember, DO NOT ask the person for a job. Take time to reflect on the interview. How did it measure up to expectations? Interview more than one person. Different people will have different opinions.
Evaluate the Interview

Whether the interview was successful or not, assess how well it went. Look for what went well (strengths) versus improvement needed for your next interview. Feel free to discuss the interview with a career counselor. Since your main reason was information gathering, ask yourself a few questions, such as:

1. Does the person I just talked with use the skills I want to use?
2. Would I be qualified for his/her job?
3. Do I understand what the job entails?
4. Would I enjoy working in this capacity?
5. Did I get additional ideas for alternatives?
6. Do I have an idea about what my salary might be?
7. What impression (positive or negative) do I now have about this area of work?
8. Would I enjoy working for this company?
9. What are the goals (needs, concerns, problems, issues, etc.) of this area of work/company?
10. How can I help meet those needs? Accomplish those goals?
11. Which of my personal assets could I offer?

To learn more about a variety of careers, visit our Anteater Career Network, a video library of Informational Interviews, at www.career.uci.edu

FOLLOW-UP

Write a thank you note, which may be hand-written or typed. You may wish to enclose a resume, matching the information gathered from the interview with your experiences and background. Make sure your contact information includes your name, mailing address, email address, and local phone number. Next, stay in touch with your contacts and update them periodically on your status and inquire if they have heard of any new opportunities.

How to Find Professionals for Informational Interviews

You probably have more connections to professionals than you think. Begin by doing an inventory of people you know such as friends, family members, peers, present and former co-workers, supervisors, neighbors, faculty and TAs. Let these individuals know you are interested in conducting an informational interview in your field of interest and see if they can refer you to someone. You can find additional contacts through professional organizations, networking events in your field of interest, and by looking for professionals by job title in a company’s directory. Last, you can utilize social media, such as Facebook and LinkedIn to find contacts. If you plan to use social media networks to identify potential contacts, it is highly recommended to attend the “LinkedIn” workshops to find out how to appropriately reach out to professionals.
Networking is establishing and maintaining mutually beneficial connections with people in your field of interest. It is often cited as the #1 way to land a job or internship.

Networking is not something done once and then forgotten; it is an ongoing process that will occur whenever the opportunity presents itself, and it is a lifelong skill that can benefit you in whatever occupation you choose.

Tips for Beginners

- Practice conversation starters with people you already know
- Bring a friend along to help you get started
- Request an informational interview with one person at a time
- Attend events with a clear theme or premise for meeting new people
- Set a goal before you enter a networking situation, such as starting three conversations, or making one strong connection

Ready to take it to the next level?

- Reach out to those who may appear reserved; they will often welcome your help
- Take on a leadership role in clubs or classes and help others learn from your success
- Volunteer for a committee with a networking group, or help plan a future event
- Be sure to let others know that you still value their guidance and advice
- Don’t forget to follow up with your new contacts

Social Settings & Meetings

Handshakes

- Always shake hands at the beginning and end of the conversation
- A firm grip is best. Avoid being too relaxed, but do not overdo it by squeezing too hard
- If you get nervous easily, carry a tissue to wipe your hand

During

- Always be on time for meetings. For social settings, do not arrive later than 30 minutes after the start time on the invitation
- Avoid interruptions of conversation. Always apologize and wait for an appropriate time to interject
- Avoid drinking alcohol in front of your co-workers, recruiters, clients, etc. You should never feel pressure to drink, but if you choose to join others and you are 21, limit yourself to one drink

Introductions

- Name tags are always placed on your outer most piece of clothing on the right side. When shaking your hand, the other person will have direct sight of your name.
- If you forget someone’s name, you can sometimes “cover” by introducing a person you do know first; maybe the other person will say their name. Otherwise, apologize and ask politely before introducing the person to someone else.

Questions to ask

1. What do you like about your current job?
2. What are your career goals and interests?
3. Have you read any good books or magazines lately?
4. How do you spend your free time?
5. Have you seen any movies lately?
6. Do you like to travel? Where have you traveled recently?
7. What brings you to this event?

Ways the Career Center Can Help You Network

- Career Panels, which bring professionals from various industries to campus
- Career Fairs, held during fall, winter, and spring quarters
- Workshops (see our quarterly Navigator for Networking Workshops)
Resume Help

Resumes
An effective resume succinctly describes your education and experience that specifically relate to the job you are applying for. Information on the resume should be presented in order of relevance to the position and the skills, knowledge and abilities it requires.

How to Develop a Resume
• Analyze the job description for skills and abilities.
• Create a list of your accomplishments and skills.
• Choose the appropriate format:
  Chronological—organizes information by experiences in reverse chronological order, with the most recent positions first. It is the most commonly used.
  Hybrid/Functional—organizes information into groupings of skills or accomplishments.
• Write descriptive phrases—Begin phrases with action verbs, be specific and concise; match your abilities and achievements to the skills required in the position.

Resume Do’s
• Use a readable font
• Emphasize results produced, significant achievements, recognition from others
• Quantify when possible and use specific examples
• Check the spelling of every word; make sure grammar and punctuation are correct
• Have someone else proofread your resume
• Get feedback from several people
• Begin phrases with action verbs such as “developed” or “initiated” or “led”
• Be truthful about your accomplishments
• Keep your resume to one page
• Use resume quality paper for career fairs
• Check formatting on printed version

Resume Don’ts
• Use personal pronouns such as “I” or “my”
• Use complete sentences
• Include personal information such as marital status, social security number, or age
• Use flashy graphics or colored paper
• List unrelated, detailed duties such as “opened mail” or “filed documents”
• Exaggerate your experience
• Use abbreviations
• Have a vague objective
• Include high school information

What is a CV?
Outside the United States, CV and resume are synonymous. Inside the United States, CV stands for curriculum vitae and is a document used to apply for positions in an academic setting. If you are applying to graduate school you might be asked to submit a CV as part of your application packet. You can easily adapt your current resume into a CV by adding 3 additional sections, if you have had experience in those areas: 1) research experience, 2) teaching/mentoring experience and 3) publications or poster presentations. You might want to list these experience categories above your professional experience to draw attention to your academic credentials. A CV also includes a list of your references with their job title and contact information.
Resume Categories

CONTACT INFORMATION
Include name, address, phone, email

Melissa Martinez
1234 University Drive
Irvine, CA 92697
mmartinez@uci.edu
(949) 555-5555

EDUCATION
Name of school, degree, major(s) and minor(s), anticipated graduation date. Include coursework if relevant to position, include study abroad experiences, include GPA if it is 3.0 or higher.

University of California, Irvine
Bachelor of Science, Biological Sciences, June 2015
GPA: 3.4

EXPERIENCE
Include paid, internship, volunteer or military experience. Note the organization, job title, and dates of employment. Emphasize duties and accomplishments appropriate to the position for which you are applying. List all experiences in reverse chronological order.

You may also divide this section into specific categories: RELATED EXPERIENCE / ADDITIONAL EXPERIENCE / LEADERSHIP EXPERIENCE / INTERNSHIP EXPERIENCE / INTERNATIONAL EXPERIENCE / LAB EXPERIENCE, ETC.

UCI Biological Science Department, Tutor
Tutored 10-15 students in various science areas.

OBJECTIVE
An objective is not always necessary but if you do include one it should be placed after contact information. Brief statement indicating a specific job goal. May also highlight relevant skills.

To obtain an internship in public relations utilizing strong communication and writing skills

SKILLS
Computer skills, lab techniques, or language skills

COMMUNITY INVOLVEMENT/VOLUNTEER SERVICE
Describe involvement, leadership roles, and demonstrated skills

PROFESSIONAL ASSOCIATIONS
List any involvement with professional associations

HONORS
May include academic honors, honor societies and scholarships

LANGUAGES
Include the language and level of proficiency, for example fluent or conversational, read and write...
### Action Verbs

**Leadership/Management**
- achieved
- coordinated
- executed
- led
- produced
- spearheaded
- administered
- decided
- founded
- managed
- proposed
- supervised
- assigned
- delegated
- implemented
- motivated
- recommended
- surpassed
- attained
- developed
- improved
- organized
- reevaluated
- rejected
- chaired
- directed
- incorporated
- outlined
- reviewed
- conducted
- enforced
- increased
- oversaw
- planned
- reported
- contracted
- evaluated
- inspired
- launched
- prioritized
- scheduled

**Communication**
- addressed
- arbitrated
- arranged
- authored
- communicated
- corresponded
- counseled
- developed
- defined
- directed
- drafted
- enlisted
- formulated
- influenced
- interpreted
- negotiated
- persuaded
- presented
- publicized
- published
- reported
- summarized
- spoke
- translated

**Organizational/Detailed**
- activated
- compiled
- generated
- operated
- reduced
- altered
- completed
- implemented
- organized
- retrieved
- assembled
- described
- inspected
- list
- planned
- screened
- approved
- dispatched
- edited
- list
- maintained
- processed
- streamlined
- systematically

**Teaching**
- adapted
- enabled
- initiated
- tutored
- advised
- encouraged
- instructed
- updated
- clarified
- evaluated
- lectured
- presented
- coached
- explained
- facilitated
- graded
- stimulated
- coordinated
- set goals
- critiqued
- defined
- guided
- taught
- developed
- informed
- tested

**Creative**
- acted
- directed
- introduced
- applied
- established
- invented
- composed
- fashioned
- originated
- conceived
- formed
- performed
- conceptualized
- formulated
- illustrated
- presented
- designed
- instituted
- developed
- integrated
- refined

**People Skills**
- advised
- coached
- demonstrated
- facilitated
- maintained
- represented
- aided
- collaborated
- diagnosed
- guided
- modeled
- supported
- assessed
- coordinated
- educated
- helped
- inspired
- helped
- recovered
- reevaluated

**Research**
- analyzed
- clarified
- collected
- conceived
- critiqued
- detected
- diagnosed
- disproved
- evaluated
- identified
- examined
- interpreted
- investigated
- inspected
- researched
- reported
- reviewed
- organized
- studied
- summarized
- wrote
- systematized

**Financial**
- adjusted
- allocated
- analyzed
- appraised
- balanced
- budgeted
- calculated
- computed
- compared
- computed
- estimated
- forecasted
- programmed
- trained
- built
- devised
- engineered
- fabricated
- computed
- designed
- maintained
- operated
- repaired
- upgraded

**Technical**
- assembled
- designed
- inspected
- maintained
- remodeled
- reviewed

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First Year Student Example

David Reyes
114 W. Peltason Dr., #5
Irvine, CA 92695
dreyes@uci.edu, (949) 555-1234
ReyesD.wordpress.com

EDUCATION
University of California, Irvine
B.A. Studio Art
June 2017

EXPERIENCE
California Pizza Kitchen, San Bernadino, CA
Host
Sept. 2011 – Aug. 2013
• Greeted all guests and provided quality customer service at a fast-paced restaurant
• Trained 5 hosts and provided guidance to other staff
• Maintained clear communication with wait staff and other front-of-house staff to ensure quality service

Key Club, Fontana, CA
President
Sept. 2012 – June 2013
• Chaired meetings for a community service organization with over 100 members
• Managed a cabinet of 5 officers and 10 committee members
• Planned and brainstormed over 50 service projects throughout the year
• Outreached to teachers, school administrators and community leaders to expand service opportunities for students

Treasurer
Sept. 2011 – June 2012
• Managed all finances for the budget of $750, including allocating funds across projects
• Spearheaded the Walk-a-Thon and KC Bake Sale fundraisers which accrued over $500

Arts for All, Colton, CA
Volunteer Art Teaching Assistant
• Collaborated with an art teacher to instruct a class of 20 second graders on painting, drawing and sketching skills
• Developed a lesson plan and personally conducted a class lesson on watercolor to students
• Utilized teaching and Spanish language skills in a bilingual setting

HONORS
• Honor Roll, Fontana High School (2009 – 2013)
• President’s Scholarship (2013)
• Fontana High School Art Department – Student of the Year (2013)
• San Bernardino County Art Festival – Honorable Mention (2012)

SKILLS
• Languages: Fluent in Spanish
• Proficient with Microsoft Office, Windows, OSX
• Proficient with Adobe Creative Suite, HTML, InDesign
David Parker
Email: dparker@uci.edu    Phone: 714-644-0000

Campus: 2121 Wilson Dr.
Costa Mesa, CA 92704

Home: 2566 S. Mitchell St.
San Bernardino, CA 92885

OBJECTIVE
Seeking an internship in the entertainment industry that will utilize artistic and organizational skills.

EDUCATION
Bachelor of Arts in Studio Art
University of California, Irvine
June 2016
GPA: 3.42
Dean’s Honor List, 4 quarters

Relevant Coursework
• Interdisciplinary Digital Arts
• History of Intermedia
• Projects in Public Art Advanced Drawing
• Advanced Color Photography

EXPERIENCE
Claire Trevor School of the Arts; University of California, Irvine     October 2011 – Present
Peer Advisor
• Assist students with scheduling upcoming courses and resolve current scheduling conflicts.
• Attend monthly meetings for information related to academic counseling services.
• Perform office duties including answering telephones, filing, making copies and faxes.
• Enhance interpersonal skills through individual contact with students and administration.

ACTIVITIES
Photographers’ Society, University of California, Irvine     January 2011 – Present
Member
• Participate in meetings and discussions related to the methods, arts and equipment for photography.

Circle K, University of California, Irvine     September 2009 – Present
Member
• Attended a Circle K conference focusing on leadership training.
• Participate in various service events around the local community working with children and at-risk youth.

SKILLS
Computer: Flash 5, Adobe Photoshop, Adobe Illustrator, Adobe Premier, Corel Draw, Quirk,
Microsoft Publisher, Microsoft Word, PowerPoint
Language: Conversational French
TRACY L. McCORMACK
98 Campus Dr., Irvine, CA 92697 • (949) 555-1234 • mccormack32@uci.edu

EDUCATION

University of California, Irvine
B.A. Psychology and Social Behavior
Minor: Management
June 2015
Relevant Coursework: Organizational/Industrial Psychology, Introduction to Marketing, Principles of Accounting, Micro- and Macro-Economics, Managerial Finance

EXPERIENCE

Bleu Skye Design Studio – Newport Beach, CA
Marketing Assistant
– June 2012 – Present
• Create print and web designs, concepts, and publications to promote company to potential clients
• Collaborate with Marketing Coordinator to develop innovative online marketing strategies achieving approximately 35% increase of online traffic to company’s website
• Promote major events through word of mouth, print, and social media resulting in an increase of 50% attendance within four months
• Create weekly newsletters utilizing HTML, CSS, and Adobe Illustrator informing clients of new services

Fit for Life Activity Center – Irvine, CA
General Activities Leader, Office Administrator
– January 2012 – Present
• Publicize over 90 different recreational activities on a quarterly basis to customers
• Coordinate and supervise approximately 10 planned activities a month with groups ranging from 10 to 100
• Construct a new organizational system utilizing Microsoft Excel to merge existing client database with target market database

Outreach OC – Fountain Valley, CA
New Member Educator
– February 2012 – June 2012
• Administered a 10-week long leadership educational program teaching a class of 80 students
• Created and executed a month long recruitment campaign increasing participation by 40%
• Conducted and evaluated over 160 interviews with active and new members to assign mentor-mentee relationships

Fundraising Coordinator
– June 2011 – February 2012
• Organized and monitored 20 fundraisers within a 3 month period raising over $4,000 in revenue
• Collaborated with a committee of active members to formulate new fundraising strategies resulting in $800 profit and $300 future fundraising credit
• Assisted with maintaining and adjusting the Chapter’s budget of $24,000

ACTIVITIES

Student Intern, Office of Student Conduct, Irvine, CA
• September 2012 – February 2013
Webmaster, Outreach OC, Irvine, CA
• June 2012 – December 2012
Vendor Fair Intern, Associated Students, Irvine, CA
• October 2011 – June 2012
Facilitator, Lobby Core, Sacramento, CA
• April 2011 – June 2011

SKILLS

Proficient in both Macintosh and PC Computers. Extensive knowledge of Microsoft Office Suite, Adobe Photoshop, Adobe Illustrator, and Dreamweaver. Experience with Sony Vegas, HTML, CSS, PHP, and MySQL
Daniel Sherlock
987 University Lane, #216, Tustin, CA 92770  •  (949) 555-9876  •  danielsherlock@uci.edu

EDUCATION
University of California, Irvine  June 2015
Bachelor of Arts, Public Health Policy • Bachelor of Arts, Social Ecology GPA • 3.61
• Coursework: Water Resource Policy, Environmental Sustainability, Public Policy Management, Environmental GIS, Health Communication
• Honors: Deans Honors List (4 quarters), Eco Fund Grant Recipient

INTERNSHIP EXPERIENCE
Agency for Environmental Service • Washington, D.C.  June 2013 – August 2013
Communications Intern
• Compiled and organized the improvement recommendations from agency’s annual survey for Board of Directors
• Created summaries of agency’s products, designed to more effectively synthesize the work being done to key stakeholders
• Developed presentations using Prezi to visually highlight the use of models by Global Climate Team’s research
• Monitored trade news publications for news regarding agency’s products and publications

City of Laguna Hills • Laguna Hills, CA  September 2012 – December 2012
Environmental Intern
• Designed 12 miles of trail/bike paths, reaching 4,700 homes, and 8,500 residents using existing infrastructure to promote self-directed physical activities to improve personal and community health
• Participated in the writing of the Solar Energy Grant targeting school communities
• Edited the city’s first Sustainable Operations Strategic Plan designed to promote environmentally sustainable operations internally over the next 15 years

LEADERSHIP EXPERIENCE
Center for Environmental Affairs • Irvine, CA  June 2012 – Present
Research Associate, School of Social Ecology • Senior Honors Thesis
• Conduct an independent research project involving an analysis of climate change from a historical and cultural perspective
• Survey relevant investors and the public to compile data for presentation at board meeting
• Facilitate conversations between students, senior staff, and researchers to implement environmentally sustainable solutions

Associated Students University of California Irvine • The Eco Fund • Irvine, CA  June 2011 – June 2012
Sustainability Commissioner
• Hired and supervised 7 members of the student funding board to manage, distribute, and promote the availability of $115,000 in student fee monies for sustainable projects
• Acted as a representative to the UCI Eco Committee, the UCI Environmental Group, and the Orange County Community Sustainability Coalition
• Received a record 45 applications, approving 33 sustainability focused applications for over $100,000

SKILLS
• ESRI ArcGIS, Adobe Photoshop/Indesign, Microsoft Office Suite, Cascade CMS
• Field Measurements Depth at Breast Height (DBH), Crown Light Exposure, Dissolved Oxygen, pH, Turbidity

www.career.uci.edu  •  University of California, Irvine
Lisa K. Anteater  

2345 McNally  
Irvine, CA 92697  
(949) 123-4567  
l.k.anteater@uci.edu

EDUCATION 
University of California, Irvine  
Bachelor of Arts, Business Administration, Emphasis in Accounting  
Minor, Italian 
CPA Eligible (June 2014)  
Cumulative GPA: 3.65; Accounting GPA: 3.86 

Accademia dell’Arte, Arezzo, Italy  
Summer 2012 
University of California, Irvine, Travel-Study Program 
Courses: Italian Language, Art History

EXPERIENCE 
Tax Intern  
Hart and Greene Associates, Irvine, CA  
Summer 2014 
• Aided tax specialists in preparing financial statements that comply with generally accepted accounting principles and fiscal criteria  
• Reviewed clients’ payroll data and verified accounting systems and employment tax deductions  
• Conducted research on international tax laws to assist with strategic planning recommendations for clients 

Volunteer Income Tax Preparer  
Volunteer Income Tax Assistance (VITA), Irvine, CA  
• Assisted low-income and elderly residents with tax preparation  
• Informed taxpayers about special tax credits for which they may qualify such as Earned Income Tax Credit, Child Tax Credit, and Credit for the Elderly or the Disabled 

Sales Associate  
Banana Republic, Costa Mesa, CA  
• Awarded Star Performer the first month of employment  
• Continuously exceeded sales goals by 150%, well surpassing average associates’ goals  
• Managed all customer service activities for highest-grossing store in California

LEADERSHIP  
UCI Accounting Association Publicity Chair (2013-2014)  
Associated Students of UCI Administrative Intern (2012-2013) 

SKILLS 
Computer: Proficient in Microsoft Word, Excel, PowerPoint, Adobe Photoshop  
Language: Fluent in Italian
DIANA PEREZ
(949) 123-4567 • perezd@uci.edu

EDUCATION
University of California Irvine, Irvine, CA
Bachelor of Science in Nursing
Nursing GPA: 3.4

SKILLS
Language: Fluently speak, write, and read Spanish
Electronic Medical Record: Experience using Quest, Epic, Meditech, eClinical Works, and All Scripts

HONORS/AWARDS
Center for Future Health Professionals Grant, November 2013
Deloras Jones RN Scholarship October 2012; University of California Nursing Scholarship September 2012

CLINICAL EXPERIENCE
Clinical Rotations / Preceptorships
• University of California, Irvine Medical Center: Medical/Surgical; Psychiatric; Obstetrics
• CHOC at Mission: Pediatrics/PICU/NICU
• El Sol Wellness Center/Share Our Selves Clinic: Leadership; Community Health Nursing
• Mission Hospital: Postpartum

Medical Assistant | Fertility Center of Southern California, Irvine, CA March 2012 – Present
• Educate patients on proper medication mixing and provide instruction on proper administration
• Build rapport with patients to discuss their treatment process and address concerns; verify insurance benefits
• Draw patients' blood samples for lab tests, take vital signs and assist doctor with charting on eClinical Works
• Assist with preparing patients for examinations, tests, and treatments

Clinical Care Extender | Hoag Hospital, Newport Beach, CA September 2010 – August 2011
• Gained extensive patient interaction and exposure to the nursing profession
• Assisted patients with activities of daily living to ensure their comfort and recovery
• Collaborated with interdisciplinary healthcare team to ensure patient safety and satisfaction

WORK EXPERIENCE
Administrative Assistant | Smith Legal Investigation, Newport Beach, CA February 2010 – April 2011
• Researched DMV and CALOSHA regulations to support civil litigations
• Drafted letters, memos, and declarations utilizing strong written skills; schedule management for office

Supervisor / Barista | Coffee Bean, Anaheim, CA January 2009 – April 2010
• Followed policies and procedures to provide quality customer service; trained new hires on company standards
• Prioritized tasks and duties in fast-paced environment to smoothly operate shift

LEADERSHIP
Board Member | Nursing Science Student Association University of California, Irvine September 2013 – Present
• Plan and implement outreach activities to promote health profession to undergraduate students and community members

Nursing Mentor | Center for Future Health Professionals, Anaheim, CA September 2010 – September 2011
• Mentored 3 high school students from underrepresented backgrounds to expose them to opportunities in health professions
Andrew Anteater
34 Campus
Irvine, CA 92697
(949) 846-6889
aaeater@uci.edu

Education
B.S., Biological Sciences
June 2015
B.A., Economics
University of California, Irvine, GPA 3.3

Relevant
Immunology with Hematology, Human Parasitology, Virology,
Coursework
Cell Biology, Microbiology, Biochemistry Laboratory

Laboratory Skills
Enzyme characterization, RIAs, ion-exchange chromatography, gel electrophoresis, protein assays, plasma preps, aseptic techniques, use of radioisotopes, HPLC, cell fractionation

Certification
Certified Blood Withdrawal, EKG Technician

Experience
Research Assistant
Jan. 2013 – Present
UCI Biochemistry Department
Conduct research project in Biochemistry in the electron transport chain in the nitrogen-fixing bacteria Azobacter vinelandii. Work is in the process of publication.

President
June 2012 – Present
Flying Samaritans, Irvine, CA
Promote club to college students interested in healthcare. Oversee eight officers and direct organization’s activities for the purpose of providing healthcare for indigent populations.

Hospital Volunteer
Hills Healthcare Network, Pasadena, CA
Shadowed and assisted doctors and nurses in the Emergency Room and Dietary Nutrition Office. Transported and handled discharge of patients.

Tutor
April 2012 – June 2012
UCI Biological Sciences Department
Tutored 10-15 students in various areas of need in the sciences. Led weekly workshops on biology lab skills and techniques.

Honors
Dean’s Honor List: 10 Quarters
Joseph H. Stephens Award for Outstanding Research in Biochemistry
Golden Key Honor Society

Activities
American Red Cross, 2011
Habitat for Humanity, 2011
AIDS Walk in Orange County, 2010

Skills
Proficient in Sigma Plot, Jandel, and Microsoft Office
Jeremy Mulroney
123 Stanford Ct.
Irvine, CA 92697, jeremymulroney@uci.edu, (949) 555-9876

EDUCATION
University of California, Irvine, Irvine, CA
B.S. Information and Computer Science (ICS) June 2015
GPA: 3.3

Pasadena City College, Pasadena, CA
A.S. Math June 2013
GPA: 3.8

EXPERIENCE
Microsoft Corporation, Redmond, WA June 2014-August 2014
Software Design Intern
• Implemented a user interface for the VS open file switcher.
• Created a test case generation tool that creates random XML docs from XML schema.
• Built app to compute similarity of all methods in a code base.

PROJECTS
Synchronized Calendar September 2014-Present
• Created calendar system that allows users to synchronize and globally schedule events with other users.
  C#, SQL, XML.

Shared Spreadsheet March 2014-June 2014
• Developed a spreadsheet that allows users to simultaneously view and make synchronized edits to the
  document. C++.

Shopping List January 2013-September 2013
• Created a web-based shopping list that allows users to search specific products and add to a checklist. Added
  functionality that allows price comparisons. C, Java.

LEADERSHIP
Information & Computer Science Student Council May 2013-Present
External Affairs Committee Member
• Help to organize social and professional events for ICS students including AppJam+ and Mobile World.
• Outreach to professionals at companies such as Google and Amazon to incorporate professionals into
  student events.
• Collaborate with other committee members on a marketing plan to increase student attendants at ICS Student
  Council events.

LANGUAGES & TECHNOLOGIES
• C++, C, Java, C#, SQL, XML
• Windows, Mac, Linux, UNIX

AWARDS & HONORS
Dean’s List, 6 quarters
Department of Computer Science Service Award, 2013
Most Innovative Program, Extreme Gravity Racer, 2013
SAMANTHA NGO
529 East Peltason Drive • Irvine, CA 92617 • (949) 824-5567 • sngo@uci.edu

OBJECTIVE
Seeking a Copy Editor internship utilizing written, analytical, and organizational skills.

EDUCATION
Bachelor of Arts in English, Cumulative GPA 3.5
University of California, Irvine

Associate of Arts in Liberal Arts, Cumulative GPA 3.4
Santa Ana College

RELEVANT EXPERIENCE
New University, University of California, Irvine
Newspaper Intern
• Develop creative stories for school paper with a focus on student culture
• Gather daily news events within the university by interviewing students, faculty, and administrators

El Don, Santa Ana College
News Editor
• Responsible for all aspects of editing, writing, and reporting
• Produced new story ideas for features based on current social, political and community events
• Arranged interviews with students, faculty, business owners, and community members to gather local news
• Attended school and community events on a weekly basis to report on current events

OTHER EXPERIENCE
Mitchell Legal Investigations Inc., Irvine, CA
Administrative Assistant
• Track new, open and closed client cases
• Update supervisors’ daily schedule and inform him of upcoming events
• Transcribe memos, letters, and reminders on a daily basis
• Translate for Vietnamese speaking clients and witnesses

Starbucks Coffee, Irvine, CA
Supervisor
• Managed six baristas and coordinated breaks
• Balanced registers, the vault and carried out financial transactions at local bank
• Trained 5 new hires in areas of customer service, cashiering and store polices
• Maintained open communication with colleagues to reach companies core standards

Barista
• Provided excellent customer service to ensure consumers’ satisfaction
• Brewed coffee, took orders and prepared drinks
• Maintained store and stocked inventory

SKILLS
• Language: Fluent in Vietnamese
• Computer: Proficient in Microsoft Office, Photoshop, Final Cut Pro, Macromedia Dreamweaver

HONORS/SCHOLARSHIPS/AWARDS
• Dean’s Honor List, University of California, Irvine – Fall 2010
• Mirrle W. Bouchev English Major Scholarship, Santa Ana College – Spring 2010
• Bronze Service and Leadership Award, Santa Ana College – Spring 2010
**Lynne Le**

200 Main Street
Fullerton, CA 92838

(714) 777-6666
lle@uci.edu

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**Education**

**University of California, Irvine**  
**B.A. International Studies**, emphasis in Global Conflict & European History  
**B.A. Psychology & Social Behavior**, emphasis in Developmental Psychology  
**Minor in Asian American Studies**  
GPA: 3.94, Dean’s Honor List – 7 quarters  
Honors Thesis: Understanding Racial Microaggressions in the Asian-American Community  

**Research**

**University of California, Irvine – Dept. of Psychology & Social Behavior**  
**Summer Undergraduate Research Fellowship Scholar**  
Conducted research involving understanding creativity in adolescents  
Observed pictorial representations of words drawn by adolescents in China and in the United States and transferred coded data into SPSS  
Researched migrants’ creativity toward adapting to new environments  
Presented poster to students and faculty members at the Summer Research Symposium  

**Work Experience**

**Washington, DC – Asian Pacific American Legal Resource Center**  
**Program Assistant Intern**  
Researched and coordinated the Chinese senior community clinic in Germantown  
Conducted client intake on the bilingual hotline to help clients in matters involving domestic violence, employment, immigration law, and other legal issues  
Attended various conferences on legal advocacy, and documented client information on Kemp’s Software Data Network  

**University of California, Irvine – Office of Research & Graduate Studies**  
**Student Assistant III**  
Managed Reimbursement Form 5 for budget database, Microsoft Excel for data entries  
Designed flyers with Microsoft Word to promote UC LEADS Information Sessions and Awareness Campaigns, and generated evaluation forms  
Formulated 3 portfolios for Office of Graduate Studies’ undergraduate programs  

**University of California, Irvine – Office of Financial Aid & Scholarships**  
**Financial Aid Peer Advisor**  
Serviced students regarding their financial aid files, operated phones, handled mail production and distribution, and met deadline due dates  
Used Infamous & Liberty software to input award letters, electronic fund transfers, loan promissory notes, send back letters, and other selections on both databases  

**Leadership Experience**

**University of California, Irvine – Counseling Center**  
**Counseling Public Liaison And Networking Team (PLANT)**  
Formulate a coalition to advocate for the Counseling Center against the stigma and social fears of interacting and seeking counseling  

**Associate Coordinator**  
Team consisted of 15 educators, provided guidance as a mentor for 9 succeeding educators  
Served as a budget analyst for the Peer Program  

**Peer Educator**  
Collaborated with a team of 8 educators to research and present workshops on psycho-educational preventive issues including: assertiveness training, communications management, depression, eating disorder, goal/time management and grief  
Supplied handouts on a series of one-hour workshops marketing the Counseling Center  

**Skills**

Languages: Taiwanese (fluent), Mandarin (conversational), Japanese (basic)  
Proficient with Word, Excel, PowerPoint, SPSS, STATA
Graduate Student Example #1

Angela Diaz
21 Bear Street
Long Beach, CA 95050
(999) 555-5555
adiaz84@gmail.com

Summary:
* Research experience in coal combustion and kinetics
* Three years of experience in mechanical design and field installation and repair of surgical lighting systems
* Fluent in Spanish
* Strong technical writing skills (product test records, assembly procedures, and user manuals)

Education:
University of California, Irvine (UCI) March 2015
Master of Science, Mechanical and Aerospace Engineering, 3.3 GPA

California State University, Northridge (CSUN) June 2010
Bachelor of Science, Mechanical Engineering, 3.6 GPA, Cum Laude

Certificate:
California EIT July 2010

Computer Skills:
SolidWorks, CADKEY, Lab View, Matlab, AutoCAD, Microsoft Word, Excel, PowerPoint

Experience:
UC Irvine, Graduate Student Researcher, Irvine, CA September 2011 – Present
• Conduct Masters research project on coal combustion and char burnout kinetics in an entrained flow reactor

Janmar Lighting, Mechanical Engineering Consultant, Covina, CA September 2011 – Present
• Design and improve lighting and fixtures to maximize energy efficiency
• Conduct thermal, photometric, and life cycle testing
• Perform fixture/Tooling design using SolidWorks to increase manufacturing efficiency
• Prepare product test records

• Assisted in design and development of products in industries ranging from construction to medical devices
• Managed product improvement for a digital weighing scale, including drafting the revised model with SolidWorks

Medical Illumination, Mechanical Engineer, San Fernando, CA June 2009 – June 2011
• Designed fixtures that increased manufacturing and energy efficiency
• Managed two engineering interns on a project to design a medical light with a wider range of motion than the original (540°)
• Prepared design review presentations for management team
• Performed product electrical and photometric tests as part of R&D team
• Oversaw preparation of assembly procedures and prepared product test records
• Liaison for underwriters laboratory (UL) certification
• Managed Engineering Change Orders

Medical Illumination, Mechanical Engineer Intern, San Fernando, CA June 2008 – June 2009
• Prepared product test records and assembly procedures
• Performed product electrical and photometric tests as part of R&D team
• Conducted preliminary design of fixture components using AutoCAD

Memberships:
Society of Hispanic Professional Engineers, CSUN December 2008 – June 2010
American Society of Mechanical Engineers, CSUN January 2008 – June 2010
Howard Jones

Profile

• Versatile marketing professional specializing in copywriting, media planning, and building professional relationships.

Experience

Intern

February 2014 – Present

Xcellent Advertising, Huntington Beach, CA

• Original radio scripts airing nationwide on SiriusXM. Revise existing marketing copy for website and sales brochures. Compose new articles for company blog. Increased clickthrough rate (CTR) on Google AdWord campaign from 0.07% to 6.74%.

• Assist on the purchase of $40,000 worth of radio media monthly. Research station demographics. Contact and negotiate with sales reps. Analyze schedules with Strata media buying software. Prepared Keynote presentations updating clients on campaign performance.

• Monitor media and trade serials to generate sales leads. Initiate contact with potential clients through cold calls and emails. Maintain contact records with Sage ACT! software.

PhD Student and Instructor

September 2009 – March 2014

School of Humanities, University of California, Irvine

• Provided timely, detail-oriented feedback on up to 500 total pages of undergraduate writing per three-month period. Edited and proofread graduate research projects (up to 50 pages each).

• Developed presentations, speeches, handouts, and activities to clearly communicate knowledge and guidelines. Achieved superior scores in each aspect of standardized evaluation.

• Independently synthesized complex information into insightful written commentary, ranging from one to 30 pages per project. Adapted messages to reach diverse audiences. Delivered on deadline.

Sales Assistant

September 2008 – August 2009

Bob's Disposal & Recycling Services, Fallbrook, IL

• Facilitated communications between mobile sales team, garage facilities, and main office. Provided internal support for resolving scheduling and supply chain challenges between departments.

• Drafted letters regarding contract enforcement and price increases. Prepared contracts.

• Provided effective and efficient customer support in fast-paced environment. Assumed primary fleet dispatcher and receptionist duties in relief of staff.

New Student Programs Coordinator

August 2007 – August 2009

Office of the Dean of Students, University of Illinois at Urbana-Champaign

• Collaborated to organize 50 hours of PR training for 31 employees. Directly managed 10-member team.

• Collaborated to write and revise informational handouts distributed to 20,000 total attendees.

• Delivered introductory presentations to new students and parents (100 to 800 per audience).

Education

University of California, Irvine

PhD, English

June 2015

University of Illinois at Urbana-Champaign

BA, English and Philosophy

May 2008

Technical Skills

• Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook) on Windows and Mac.

• Proficient in Adobe Creative Suite 5.5 (Photoshop, Illustrator, Dreamweaver, etc.) and DSLR operation.

• Proficient in content management systems (Wordpress, Blogger, Tumblr, etc.). Familiar with HTML.
**Make It Fill**

<table>
<thead>
<tr>
<th><strong>Format</strong></th>
<th><strong>Content</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Format:</td>
<td></td>
</tr>
<tr>
<td>• Make your name 14 pt</td>
<td>• Add a list of relevant courses</td>
</tr>
<tr>
<td>• Use a header that takes several lines</td>
<td>• Freshmen may include relevant high school activities.</td>
</tr>
<tr>
<td>• Use 12 pt font</td>
<td>• Add “References Available Upon Request”</td>
</tr>
<tr>
<td>• Make your margins 1 inch</td>
<td>• Include any experience that demonstrates skill development (volunteer, work, class projects, jobs/activities...)</td>
</tr>
<tr>
<td>• Use columns to list courses and skills</td>
<td></td>
</tr>
</tbody>
</table>

**David Parker**
2121 Wilson Drive, Costa Mesa, CA 92704
Email: dparker@uci.edu, Phone: 714-644-0000

**OBJECTIVE**
Seeking an internship in a creative setting that will utilize artistic skills.

**EDUCATION**
Bachelor of Arts in Studio Art, June 2014
University of California, Irvine
GPA: 3.42

**EXPERIENCE**
Claire Trevor, School of the Arts, University of California, Irvine Oct 2012 – Present
- Peer Advisor
  - Assist students with scheduling upcoming courses and resolve current scheduling conflicts.
  - Attend monthly meetings for information related to academic counseling.
  - Perform office duties including answering telephones, filing, making copies and faxes.

**SKILLS**
Computer: Flash 5, Adobe Photoshop, Adobe Illustrator
Language: Conversational French, Proficient Spanish

**REFERENCES**
Available Upon Request
David Parker
2121 Wilson Dr, Costa Mesa, CA 92704
Email: dparker@uci.edu
Phone: 714-644-0000

OBJECTIVE
Seeking an internship in a creative setting that will utilize artistic and organizational skills.

EDUCATION
Bachelor of Arts in Studio Art
June 2014
University of California, Irvine
GPA: 3.42

Relevant Coursework
Interdisciplinary Digital Arts
History of Intermedia
Projects in Public Art Advanced Drawing
Advanced Color Photography

EXPERIENCE
Claire Trevor, School of the Arts
University of California, Irvine October 2012 – Present
Peer Advisor
- Assist students with scheduling upcoming courses and resolve current scheduling conflicts.
- Attend monthly meetings for information related to academic counseling services.
- Perform office duties including answering telephones, filing, making copies and faxes.
- Enhance interpersonal skills through individual contact with student and administration.

ACTIVITIES
Photographers’ Society
University of California, Irvine Jan 2011 – Present
Member
- Participate in meetings and discussions related to the methods, arts and equipment for photography.

SKILLS
Computer: Flash 5, Adobe Photoshop, Adobe Illustrator, Adobe Premiere, CorelDraw, Quark, Microsoft Publisher, Microsoft Word, PowerPoint
Language: Conversational French

REFERENCES
Available Upon Request
Employers use references to verify information and experience you have given them via the resume and interview.

✓ Before using a person as a reference, ask them if they would be comfortable serving as a reference for you (i.e., will they say positive things), before you give their name to the employer. We suggest meeting with that person to familiarize them with the types of positions to which you are applying and give them a copy of your resume.

✓ References should be people with whom you worked on a regular basis who know your work ethic and can provide a positive recommendation. It is best to have references from jobs, research, and activities related to the job you are seeking, but any person with whom you worked may serve as a reference.

✓ The quality of the relationship is more important than the job status of your reference. It is better to use a person in a less prestigious position if they know you well, as opposed to the Director who you saw infrequently.

✓ Unless directed otherwise, you will not submit references with your resume. Bring your reference list to an interview to offer to an employer.

✓ Typically, you will be asked to provide 3-5 references, or people who know you well.

✓ Match the font and header to your resume and cover letter for a professional look.

---

Your Name  
Your Address  
Your Phone  
Your Email  

References  

NAME  
TITLE  
ORGANIZATION  
RELATIONSHIP  
CONTACT INFO (email, address, phone)  

For Example:  
Jan Miles  
Business Operations Manager  
ACE Hospital Supplies  
Former Supervisor  
25 Colorado Blvd.  
Los Angeles, CA 90313  
jan.miles@ace.com  
714-555-5555
Cover Letters

Throughout your job search, you will often make your first impression with an employer through your writing and you will want that impression to be outstanding. Correspondence, whether an email or hard copy letter, should be professional, tailored, concise, and well-written.

Sample Cover Letter Format

Your full name  
Street address  
City, State and ZIP  

Date  

Contact Name  
Title  
Company or Organization Name  
Street address  
City, State and ZIP  

Dear_____________________:

(Paragraph 1) State your reason for contacting this organization (i.e., the position you are seeking and the department, how you learned about the available job). Include: I am enclosing/attaching my resume for your consideration.

(Paragraph 2) Describe your specific interest in the position, field of work, company, etc. Relate your interest, skills, and abilities to the organization you are contacting. Highlight the elements of your background which relate to the position. Use action verbs to connect your experiences to the job description.

(Paragraph 3) Reaffirm your interest in the position and recap how your skills and/or experiences are a good fit for the position. Express your desire to arrange an interview and indicate how you can best be reached. Lastly, thank the interviewer for his or her consideration.

Sincerely,

Your Signature Here  

Type your full name
Evan Lee
12345 Stanford Avenue
Irvine, CA 92617

March 7, 2013
Karen Packard
Recruiting Manager
Enterprise Rent-A-Car
987 Corporation Drive
Irvine, CA 92602

Dear Ms. Packard:

I would like to join the Enterprise Rent-A-Car team as an Entry-level Management Trainee. After reviewing the job description on ZotLink and the Enterprise website, I know this position is an excellent match for my interest in sales and management. I was also excited to learn more about the core values at Enterprise such as service, hard work, community, and fun as these fit with my own work values.

I am a senior majoring in Psychology and Social Behavior at the University of California, Irvine, and look forward to applying my strong communication and leadership skills in a management training program. Last year as a Resident Assistant, I worked on a team of 8 members to foster the academic, social, and cultural programming in the residence hall. We also worked together to help students adjust to college and to provide an enriching residential atmosphere. In this role I was responsible for the well-being of 50 first-year students which helped me develop and refine my management skills. It was through this experience that I became aware of my passion for leadership and teamwork and where I learned the importance of effective interpersonal communication. I will use these skills as a successful Management Trainee at Enterprise.

I would like the opportunity to meet with you and discuss my qualifications in greater detail. I will follow up with you in two weeks to check on the status of my application. Thank you in advance for your consideration.

Sincerely,

Evan Lee

Enclosure: Resume
Email Correspondence

Any correspondence with an employer must be professional—even email. Here are some tips to help you make a good impression.

To: employer@office.com
cc:
Subject: UCI Junior Seeking Internship
Attachments: bethsherman.resume.doc

Dear Ms. Jackson,

I am currently a student working towards a Bachelor's degree in Social Sciences at the University of California, Irvine. I am applying for an internship position to work with the Children's Wish Foundation. I currently volunteer in an after school program at a local elementary school in Santa Ana and have worked with middle school students in the past. As a volunteer camp counselor for the middle school retreat that my church holds every summer, I have had experience in planning and facilitating activities as well as working with children in both individual and group settings. I believe that as an intern for your organization, I will have the opportunity to gain the skills and knowledge needed in order to pursue a career working with children.

Attached is my resume which provides additional information about my undergraduate work and job experience. I look forward to meeting with you to further discuss my background and qualifications. Feel free to contact me at 949-824-8800 or bethsherman@gmail.com.

Thank you for your time and consideration.

Sincerely,
Beth Sherman

Use the subject line to your advantage. You need to make sure the employer knows why you are emailing so they want to open it.

Do not leave the body of the email blank. You may use this area as a cover letter.

You might think that your email address babygurl@hotmail.com is cute, but an employer will not. Email accounts are free so set up a professional address if needed.

“You” is a word, “U” is not. Employers do not want to know if you are 😊 or LOL. Keep the emoticons and text language out of professional communication.

Even a casual email with an employer needs to be professional.

An email might not be on paper, but you still need to use proper grammar, punctuation, and capitalization.

To: employer@office.com
cc:
Subject: Sherman Interview Confirmation
Attachments:

Dear Ms. Jones,

I want to thank you for the opportunity to interview with you next Wednesday. I am excited to talk with you about your company and how my skills match your position.

I look forward to meeting you at your office on Wednesday, May 21st at 3:00 pm.

Sincerely,
Beth Sherman
Thank You Letters

Within 48 hours of your interview, you will want to send a thank you letter. It is acceptable and sometimes even preferred to use email, since it is the quickest way to correspond following an interview. If you interviewed with multiple interviewers, send a unique letter to each person (or copy the group on your email). You may also choose to send a hard copy business letter or handwritten note (just be sure your handwriting is legible).

Thank You Letter Format

Dear Mr./Ms. Last Name:

Thank the interviewer for devoting the time to discuss the available job. *(1-2 sentences)*

State your reasons for considering the job, why you feel you are qualified, and how the employer will benefit from hiring you. Include something unique from your interview that you found interesting to refresh the interviewer’s memory of you and your conversation. *(3-5 sentences)*

Again, express your interest and that you enjoyed the opportunity to meet. *(1-2 sentences)*

Sincerely,

Your Full Name

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Dress for an Interview

keep in mind...
where to shop for interview attire
- Macy’s
- Nordstrom
- JC Penney
- Bloomingdale’s
- Men’s Warehouse
- The Limited
- Ann Taylor Loft
- Banana Republic
- Steinmart
- Marshalls
- TJ Maxx
- Ross Dress for Less

FAQs about dressing for an interview

I have an interview scheduled, and they told me that I can dress business casual. What should I wear?
Even though an employer tells you that you can wear business casual attire, it is highly recommended that you dress in formal business attire. It demonstrates professionalism and maturity.

How do I find out what the proper attire is for an upcoming interview?
You can contact the Human Resources department of the company and ask them what is appropriate. Keep in mind that some technical companies encourage their applicants to dress more casually. Ask for a clarification as to what is acceptable. Is it khakis and a polo shirt? Slacks and a button-down shirt?

I can’t afford a really expensive suit and I know I have to wear one for interviews, what should I do?
There are many stores available that sell quality suits at discounted prices. Some students will borrow their friend’s suits if they have an interview coming up and are not able to go shopping, but your friend’s suit may fit you differently.

What if the recruiters or company employees dress casually during career fairs or on-campus interviews?
Employers want to see if you are able to represent yourself professionally. Therefore, it is recommended that you wear formal business attire to the interview.

Can I wear a shirt and tie without a jacket?
Wearing a shirt and tie without a jacket would be considered business casual and is not appropriate for interviews.

Interview Tips

- Arrive early - you’ll be on time and have a chance to collect your thoughts
- Treat all staff members with respect. Everyone is a potential co-worker
- Silence your cell phone and dispose of any gum
- Make sure your hair and outfit are neat, and refrain from using any heavy fragrances (your interviewer may be allergic)
- Keep bags and satchels on the floor, close to your seat
- Alert references that they may be contacted soon

A Final Check

- Neatly trimmed hair
- Shoes polished
- No missing buttons or lint
- Clean hands and fingernails

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✓ www.dressforsuccess.org
✓ www.quintcareers.com/dress_for_success.html

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10 Steps to Interview Success

1. **Research the organization:** Demonstrate knowledge of the company by including information from your research in your answers. The organization’s website and LinkedIn are great places to start.

2. **Make a strong first impression:** Get the interview off to a good start by being on time and greeting the interviewer with a smile and a confident handshake.

3. **Keep your responses focused:** Your answers should be between 30 seconds and 2 minutes long. Use specific examples to stay on message.

4. **Use strong examples and quantify when possible:** Show the interviewer that you have certain qualities and skills rather than telling them by providing specific examples. Including measurable information gives you greater credibility.

5. **Repeat your strengths:** Know your top three strengths as they relate to the position, and reiterate them throughout the interview. Remember to include strong examples for your strengths.

6. **Prepare success stories:** Fully developed examples from previous experiences can help you respond to any behavioral interview question an employer may ask. See the following pages for more information on how to construct your success stories using the SAR(L) method.

7. **Put yourself on their team:** Show that you are a good fit by positioning yourself as a member of the team. Use organization-specific language and refer to products and services.

8. **Ask questions:** By asking questions, you convey interest and enthusiasm to the interviewer. More information about what questions to ask can be found in the following pages but avoid questions regarding salary and benefits.

9. **Follow up:** Send a thank you note to the interviewer restating your interest and thanking them for their time.

10. **Evaluate the interview:** Reflect on your experience and review your performance. What did you do well and what can you improve upon? How did you prepare and did that impact your performance?
Behavioral Interviews

An interviewer’s biggest underlying question is “Can you do the job?” They are seeking proof you can do what you say you can do. The most commonly used strategy for getting the proof is the behavioral interview. The theory behind behavioral interviews is that the best predictor of future performance is past performance. Behavioral interview questions require the interviewee to provide examples of times when they have performed the skills needed for the job. You need to provide specific examples to convince the interviewer you have the skills they need.

Preparing to Answer Behavioral Interview Questions

A behavioral question asks the interviewee to provide a concrete example of a time when they have effectively demonstrated a specific skill or behavior. For example, “Tell me about a time you set a goal and achieved it.” A good response to a behavioral question is one that is concise, organized and uses the SAR(L) approach. SAR(L) stands for Situation, Action, Results and Learning. In your response you draw a specific experience from your own background where you demonstrated the skill/behavior in question. You begin with a brief explanation of the situation where you demonstrated this skill/behavior, move to a discussion of what you did that demonstrates the skill and then you explain the results of your action. If you would like to add a final polish to your response you can include what you learned from this example. Below is an example of how to use SAR(L) to respond to a question.

**Question:** Tell me about a time you had to deal with conflict with a coworker.

**Situation:** I was part of a team for a class at UCI, working on a project with three other students. The professor gave us clear guidelines and a timeline for when he wanted things completed. One of the members was behind on his work and it was preventing the rest of us from meeting our timelines.

**Action:** I wanted to find out what the problem was, but I didn’t want him to feel defensive. I approached him and said I noticed he seemed to be having difficulty meeting deadlines and asked if there was some way I could help. He explained he wasn’t very interested in his part of the project and felt left out of vital decisions. So I asked him what we could do differently to make him feel more a part of the team.

**Results:** We had a talk as a group about how we could work together more effectively and we addressed the concerns he had. After that, he met deadlines and even got some things done early and made more contributions to the project that helped us meet our goals.

**Learn:** This experience helped me learn about my own prejudgments and behaviors. I initially assumed he was being lazy and didn’t care about the project. After talking to him I realized I was wrong and was glad I wasn’t too critical. Now when I have an issue with someone’s performance, I try not to prejudge and I use a problem-solving approach rather than a critical approach.

Sample Questions

- Describe a situation where you were able to successfully persuade someone.
- Describe a time when you faced a stressful situation that demonstrates your coping skills.
- Give an example of a time you used good judgment and logic in solving a problem.
- Give me an example of a time you set a goal and achieved it.
- Give me an example of a time you tried to do something and failed.
- Give me an example of a time you took the initiative and led.
- Give me an example of a time you motivated others.
- Give me an example of a time you anticipated a problem and developed preventative measures.
- Give me an example of a time you had to make a split second decision.
- What’s your typical approach to conflict?
- Tell me about a time you had to go above and beyond the call of duty to get a job done.
- Tell me about a time you had too many things to do and had to prioritize.
- Tell me about a time you had to deal with an upset customer or coworker.
- Tell me about a time you delegated effectively.
- Tell me about a time your active listening skills paid off.
- Tell me about a time you had to work with a difficult person.
Typical Interview Questions

Personal
- Tell me about yourself.
- Who or what has had the greatest influence on your life?
- What are your major strengths and weaknesses?
- What motivates you to put forth your greatest effort?
- What achievements from your past work experience are you most proud of?

School Background
- How does your college education experience relate to this job?
- How did you select your major? College?
- What extracurricular activities did you participate in and what did you learn from those experiences?
- What was the most difficult aspect of obtaining a college degree?
- What were your favorite college courses? Least favorite? Why?
- If you could relive your college experiences, what would you do differently?

Work Experience
- What prior work experience have you had and how does it relate to this job?
- How would your past supervisors describe you?
- What were your most significant accomplishments in your prior work experience?
- What did you enjoy most about your previous work experience? Least?

Employer Knowledge
- Why are you interested in this position?
- Why are you interested in this particular company?
- What attracts you to this particular industry?
- What do you know about our company?
- Who else are you interviewing with in your job search?

Goals and Objectives
- What are your short- and long-term goals?
- Please describe your ideal work setting.
- What major accomplishment would you like to achieve in your life and why?
- What are your career interests?
- What rewards are most important to you in your career and why?
Questions to Ask Employers

Remember to research the company. Do not ask questions about salary or benefits.

1. What would a typical project/assignment be like?
2. How would you describe an ideal employee?
3. What additional qualities does the job require that we haven’t discussed?
4. How does the current or former occupant’s background and experience differ from mine?
5. How long do people usually stay in this position?
6. What is your vision for this department/unit/company?
7. What are the opportunities for professional growth?
8. How are employees evaluated and promoted within this organization?
9. How would you describe your company’s corporate culture?
10. How would you describe your management style?
11. Why do you enjoy working for this company?
12. What essential qualities are you looking for in your new hires?
13. What are the characteristics of a successful person at your company?
14. What are the department’s/company’s current challenges?
15. How did this position come to be open?
16. What skills do you think are most critical for this position?
17. What are the company’s plans for growth?
18. How frequently do you relocate professional employees?
19. Does this company have a policy about promoting from within?
20. What advice would you give to the person hired in this position?

OCI

ON CAMPUS INTERVIEWS
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Why should I use OCI when I can apply on the employer’s website?

• You will have a better chance of getting the interview.
• Top employers like Google, Deloitte and Enterprise Rent-A-Car receive so many resumes from their website, they can not look at them all.
• When you apply through the OCI program you are guaranteed that the recruiter will look at your resume.
• Many employers will only interview college students through their OCI program.

What kind of employers conduct interviews using OCI?
Employers from many different industries including Banking, Technology, Engineering, Accounting, Retail, Hospitality, Financial Services, and more recruit through OCI. To view a list of companies, please visit the Career Center website at www.career.uci.edu.

How do I apply?
OCI jobs are posted on ZotLink. You can target your search results to OCI jobs by selecting “OCI Jobs” from the “Show Me” dropdown menu on the ZotLink job search page. Each employer will assign a deadline date to apply.

I’m not graduating until June. When should I start interviewing?
The best time to get involved with OCI is at the beginning of your junior year. If you are a senior, get involved right away! Many employers ONLY interview in the fall quarter for June grads. This is especially true for consulting, accounting and many technology companies.

For more information, please contact oci@uci.edu or call 949-824-6881.

www.career.uci.edu • University of California, Irvine 39
Evaluating Company Benefits

After months of searching, weeks of interviewing, finally—success! You got an offer, or maybe you were very successful and got more than one. Now what?! Before you accept or reject, take time to evaluate the offer(s). Don’t be swayed by salary alone, consider the entire compensation package. Ask for a few days to think it over. Companies offer both hard and soft benefits—some are negotiable, some aren’t.

Hard Benefits
1. **Insurance**—What’s your monthly premium, what are the co-pays, is it HMO or PPO, how much extra for family?
   a. medical/dental/vision/drug plan
   b. disability
   c. life
2. **Retirement**—Does the company offer 401(k)’s/Roth IRA’s and what’s their contribution to retirement?
3. **Flexible spending accounts**—tax-free dollars to pay for dependent care/unreimbursed medical expenses
4. **Vacation time**
5. **Sick time**
6. **Relocation expenses**
7. **Child/elder care**
8. **Tuition reimbursement**

Soft Benefits
1. **Dress code**—business casual and dress-down Fridays
2. **Flextime**
3. **Telecommuting**
4. **Corporate culture**
5. **Company gym**
6. **Employee discounts**
7. **Investment and stock options**
8. **Start date**

Factors for Consideration
- Nature of the work
- Organizational culture
- Level of autonomy
- Travel
- Salary
- Mentoring
- Workplace diversity
- Stability of organization
- Quality of higher management
- Support for continuing education/advanced degree
- Prestige of organization
- Cost of living
- Level of responsibility
- Location
- Work hours
- Benefits
- Variety of work
- Stability of industry
- Advancement opportunities
- Training and development opportunities
- Opportunities to learn and grow in job/company
- Transferability of skills/experience from job
- Work/life balance

If you need more information to make the decision, ask the company to tell you more. Many companies have benefit specialists in Human Resources who can guide you through the process. Also, ask your employed family and friends for their perspective.

Once you make your decision, call your contact to accept, state the terms you agreed to and your starting date. Ask them to send a letter outlining your agreement. If you are rejecting the offer, thank them for their time and interest; be polite—never burn bridges.
How to Negotiate a Job Offer

If your interview goes well, you will receive a phone call or email from the company offering you a position. When the call or email with the offer arrives, be enthusiastic, but DO NOT say “yes” or “no” at that time—once you accept the offer, there is no negotiating. If you get a phone call, say you are excited about the opportunity and look forward to seeing the offer in writing, so you can consider it in its totality. If it comes through email, respond to let them know you received it and you are reading it over. Also ask them if they want you to call or email if you have questions about the offer. Then, plan out your strategy.

Examine the Offer
First, look at the offer carefully and consider all factors, not just salary. An offer will include salary, health benefits, retirement benefits, vacation and sick days, and may also include bonuses, stock options, car allowance and other company perks. As you look over the offer, consider which parts you would like to improve and their order of priority. You should keep your list to 2-3 elements of the offer. For example, salary, signing bonus and stock options.

Negotiate the Offer Carefully
It is OK to ask for modifications to the job offer, but you need to be careful about how you ask. Consider negotiating as building on the relationship you want to have with your employer and asking for things you would like. Before you begin negotiating, do some salary research so you know the market value of this position, then consider what you would like in terms of pay and other benefits. Know your bottom line, but be flexible and phrase things in terms of possibilities rather than demands. Finally, focus on what you can offer the company that would justify your request. For example, saying, “My friend got an offer for $5,000 more than you’re offering and I won’t work for less,” will not get you a good outcome. Try, “Based on my research of salary ranges in companies similar to yours and on my experience including X, Y and Z I was thinking of a starting salary of $5,000 more than the stated offer.” If they say no to the salary, go to your next priority. Once you have agreed on all the conditions, ask them to send you a final copy by email, so you can double check to make sure the final offer includes all elements discussed.

If You Accept
After you have officially accepted the offer you should stop interviewing for jobs. It is unprofessional to accept a job and then continue to interview to see if you can get a better offer. Recruiting is a small community. Recruiters tend to know each other and share hiring stories, so if you renege on a job offer, it will spread through the community quickly. If you want to keep interviewing after receiving an offer, then you should ask for more time to consider the offer rather than accepting the offer and then backing out later. Most companies will give you additional time if you ask.
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This is Tyler. He is resilient. He is passionate. He is determined.

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