UCI BioSci Ayala School

Mentor Program

2017 - 2018 Mentor Handbook

Table of Contents

Program Overview 1-2

15 Laws of Mentoring 3-4

Roles and Expectations..... 5-8

Activities and Calendar..... 9-11

Contacts and Resources..... 12

UCI Ayala School of Biological Sciences
Mentor Program Overview

Our Mentor Program serves as the foundation upon which we are building and strengthening our biological sciences community at UC Irvine. This program is simply the first step in bringing together some of our most valuable resources – students, alumni and the community.

Armed with a degree, most college students stand poised – ready to conquer the world. But too many are unprepared for the foibles and unpredictability of the job market or graduate school. Unfortunately, a degree does not ensure clarity of career path nor the best approach to take.

To help college graduates not only survive, but be successful, the Ayala School of Biological Sciences has created a Mentor Program. This program pairs alumni and community professionals with students with similar interests. Mentors provide academic and career guidance, networking opportunities, and insights into the working world. They can help students answer such questions as: What can I do with my degree? Should I go to graduate or professional school? Where do I see myself in five years?

Mentors will help guide students as they map out areas for their personal and professional development, request information about careers and industries, and seek feedback about issues of concern. The BioSci Mentor Program gives our students an edge and enables them to distinguish themselves as they pursue graduate school and/or enter the workforce. With the mentors'

invaluable knowledge and experience of the working world, students can learn to become confident, proactive, and competitive, which is especially critical in today's economy and volatile environment.

Biological solutions will be needed to overcome the global challenges that we face in health and well-being, sustainability and biodiversity, food production, and energy, all of which will affect our economy and society. Mentoring the next generation of biologists is an important part of the mission of UCI Ayala School of Biological Sciences. Partnerships with industry and community members are invaluable in helping us educate students to become the world-changers of tomorrow.

15 Laws of Mentoring

1. The Law of Positive Environment
   Create a positive environment where potential and motivation are released and options discussed.

2. The Law of Developing Character
   Nurture a positive character by helping to develop not just talent, but a wealth of mental and ethical traits.

3. The Law of Independence
   Promote autonomy; make the student independent of you, not dependent on you.

4. The Law of Limited Responsibility
   Be responsible to them, not for them.

5. The Law of Shared Mistakes
   Share your failures as well as your successes.

6. The Law of Planned Objectives
   Prepare specific goals for your relationship.

7. The Law of Inspection
   Monitor, review, provide feedback, and discuss potential actions. Do not expect performance without inspection.

8. The Law of Small Successes
   Use a stepping-stone process to build on accomplishment and achieve great success.

9. The Law of Direction
   It is important to teach by giving options as well as direction.

10. The Law of Risks
    Mentors should be aware that their students' failure may reflect back on them. Students should realize that their mentors' advice might not always work.

11. The Law of Mutual Protection
    Maintain privacy. Protect the integrity, character, and insights that you've shared with one another.

12. The Law of Communication
    Mentors and their students must balance listening with speaking.

13. The Law of Extended Commitment
    The mentoring relationship extends beyond the typical work or school day.

14. The Law of Life Transition
    As mentors, when you help your students enter the next stage of their lives, you will enter the next stage of yours.

15. The Law of Fun
    Make mentoring a wonderful experience – laugh, smile, and enjoy the journey.

Adapted from the book *Mentoring: The Most Obvious Yet Overlooked Key to Achieving More in Life Than You Ever Dreamed Possible*. F. Wickman & T. Sjodin. (1997)

Roles and Responsibilities
Student

Role

The partnership between mentor and student is built upon trust, respect, and professionalism. As a student, you will have the opportunity to:

- Receive constructive feedback about personal and professional skills.
- Learn about specific jobs, career paths, industries, and organizational cultures.
- Obtain advice about professional conduct.
- Pursue networking opportunities.
- Work with your mentor to achieve a specific goal.

Responsibilities

- Initiate and maintain contact with your mentor.
- Communicate clearly your interests and needs, and set realistic goals.
- Set realistic expectations regarding method and frequency of communication with your mentor.
- Be available and maintaining consistent contact.
- Listen to your mentor.
- Accept advice and feedback gracefully without becoming defensive.
- Express gratitude to your mentor when given opportunities or invaluable knowledge.

Roles and Responsibilities
Mentor

Role

The partnership between mentor and student is built upon trust, respect, and professionalism. As a mentor, your role is one of coach, guide, motivator, advisor, and role model. You will be responsible for:

- Providing constructive feedback about your student's personal and professional skills.
- Sharing knowledge about specific jobs, career paths, industries, and organizational cultures.
- Giving advice about professional conduct.
- Facilitating networking and other opportunities your student can explore.
- Guiding your student toward achieving a specific goal.
- Communicating clearly your expectations and goals.
- Being available and maintaining consistent contact.
- Listening to your student.

Benefits of Mentoring:

- Enrich your own life by making a difference in someone else's.
- Reconnect to The Ayala School of Biological Sciences on a personal level.
- Gain new skills as you advise and counsel students.
- Share your own experiences and insights.

Do's, Don'ts and Requirements
Student

Requirements:

- Must be in good academic standing with normal progress.
- Must be at least 18 years of age.

Do:

- Initiate and maintain contact with your mentor.
- Communicate and respond to your mentor in a timely manner.
- Plan an agenda or develop key questions for each meeting to ensure focus.
- Keep appointments with your mentor and be punctual.
- Approach discussions with an open mind.
- Respect confidences.
- Accept constructive feedback gracefully.
- Contact Victoria Stephens (see Contact and Resources) if you are unable to connect with your mentor or fulfill your obligations.

Don't:

- Ask for or expect a job or internship from you mentor.
- Neglect contacting your mentor to set up meetings.

Do's, Don'ts and Requirements
Mentor

Requirements:

- Must have at least a bachelor's degree in Biological Sciences.
- Must have relevant work experience.
- Must have a base participation on desire to help and give back.

Do:

- Keep your appointments with your student.
- Communicate and respond to your students in a timely manner.
- Listen actively to questions and concerns.
- Encourage discussion.
- Approach discussions with an open mind.
- Maintain a high level of trust, respect, and professionalism.
- Respect confidences.
- Contact Victoria Stephens (see Contacts and Resources) if you are unable to connect with your student or fulfill your mentor obligations.

Don't:

- Hesitate to provide your student with constructive feedback.
- Hesitate to contact your student if you've not heard from him/her for awhile.

Suggested Activities and Events

Events and Activities

- Mentor Online Registration Period – Tuesday, September 5 through Friday, October 13, 2017, and beyond if needed.

- Student Online Registration Period – Monday, September 18 through Tuesday, October 24, 2017.

- *Optional* Student Information Session – Wednesday, October 11, 2017, 5:00 PM to 6:00 PM, Nat Sci I, Room 1114.

- Meet & Greet Reception – Tuesday, October 17, 2017, 5:30 PM to 8:00 PM. Strongly recommended for mentors and required for mentee students who have completed their online profiles.

- Top Three Mentor Choices – Due by Tuesday, October 24, 2017. Deadline for students to complete online process by indicating top 3 mentor choices.

- Matches and Emails – Wednesday, October 25 through Friday, November 10, mentors and students will be matched and notifications will be emailed to both mentors and mentees with results.

- Mentor Program Kickoff Event – Thursday, November 16, 2017, 6:00PM to 7:30PM; for matched mentors and mentees.

Mentors and mentees will receive separate email invitations for the October 17 Meet & Greet Reception and the November 16 Kickoff Event, through which they may register for those events.

Suggested Activities

- Go to breakfast, lunch, dinner, or coffee if invited to do so by your mentee.

- Invite your mentee to meet you at your office or place of work to attend a staff meeting, tour the organization, and meet colleagues.

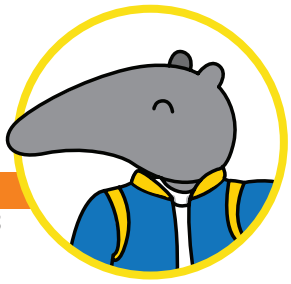
- Ask your mentee to shadow you or one of your colleagues to illustrate a "typical day."

- Invite your mentee to attend a seminar or professional association meeting with you.

- Arrange a networking opportunity for your mentee to meet your colleagues and other professionals in your field(s) of interest.

- Participate in a fun outing with your mentee.

2017-2018 IMPORTANT DATES



Quarterly academic calendar: reg.uci.edu/navigation/calendars.html

FALL QUARTER 2017	
Registration Period – Fall Quarter 2017	**May 22-Oct 13**
UC Student Health Insurance Plan (UC SHIP) Waiver Deadline	**Sep 8**
Fee Payment Deadline – Fall Quarter 2017	**Sep 15**
Residence Halls Move-In	**Sep 22-24**
Quarter Begins (Administrative)	**Sep 25**
Welcome Week, Advising and Orientation	**Sep 25-27**
Instruction Begins	**Sep 28**
Residence Hall Payment Deadline	**Oct 15**
Veterans Day Holiday	**Nov 10**
Thanksgiving Holiday	**Nov 23-24**
Instruction Ends	**Dec 8**
Final Examinations	**Dec 9-15**
Quarter Ends	**Dec 15**
Residence Halls Closed	**Dec 16-Jan 6**

WINTER QUARTER 2018	
Registration Period – Winter Quarter 2018	**Nov 20 – Jan 19**
UC Student Health Insurance Plan (UC SHIP) Waiver Deadline	**Dec 8**
Fee Payment Deadline – Winter Quarter 2018	**Dec 15**
Quarter Begins (Administrative)	**Jan 3**
Residence Halls Open	**Jan 7**
Instruction Begins	**Jan 8**
Residence Hall Payment Deadline	**Jan 15**
Martin Luther King, Jr. Holiday	**Jan 15**
Presidents Day Holiday	**Feb 19**
Free Application for Federal Student Aid (FAFSA) Deadline MANDATORY for financial aid	**Mar 2**
Instruction Ends	**Mar 16**
Final Examinations	**Mar 17-23**
Quarter Ends	**Mar 23**

SPRING QUARTER 2018	
Registration Period – Spring Quarter 2018	**Feb 26-Apr 13**
UC Student Health Insurance Plan (UC SHIP) Waiver Deadline School of Law requires Fall and Winter periods only	**Mar 9**
Fee Payment Deadline – Spring Quarter 2017	**Mar 15**
Quarter Begins (Administrative)	**Mar 28**
Cesar Chavez Holiday	**Mar 30**
Instruction Begins	**Apr 2**
Residence Hall Payment Deadline	**Apr 15**
Celebrate UCI	**Apr 21** *to be confirmed*
Commencement – School of Law	**May 12**
Memorial Day Holiday	**May 28**
Commencement – School of Medicine	**Jun 2**
Instruction Ends	**Jun 8**
Final Examinations	**Jun 9-14**
Quarter Ends	**Jun 15**
Commencement – Baccalaureate & Master's	**Jun 15-18**
Commencement – Graduate Hooding	**Jun 16**
Residence Halls Move-Out Deadline	**Noon, Jun 16**
Commencement – Paul Merage School of Business	**Jun 18**

SUMMER SESSION 2018	
Summer Session I	**Jun 25-Aug 1**
10 Week Summer Session	**Jun 25-Aug 31**
Independence Day Holiday Observed	**Jul 4**
Summer Session II	**Aug 6-Sep 12**
Labor Day Holiday	**Sep 3**

Contacts & Resources

Robyn Martinelli, Mentor Program Director
Francisco J. Ayala School of Biological Sciences
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bio.uci.edu

Victoria Stephens, Marketing & Events Coordinator
Francisco J. Ayala School of Biological Sciences
5112 Natural Sciences II
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Jenna Bague-Sampson, Interim Director of Student Affairs
Francisco J. Ayala School of Biological Sciences
Student Affairs Office
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NETWORKING & COMMUNICATION SKILLS

Networking

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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 will serve 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 will 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, brainstorming, or presentations if possible. Wait for an appropriate time to interject.
- Avoid drinking alcohol in front of your coworkers, recruiters, or clients if they are not drinking. You should never feel pressure to drink, but if you do choose to join others and you are 21, limit yourself to one drink.

Introductions

- Name tags are always placed on your outermost 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 brings you to this event?
2. What do you like about your current job?
3. What are your career goals and interests?
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?

Ways the Career Center can help you network

- **Career Panels** bring professionals from various industries to campus
- **Career Fairs and Employer Information Sessions** bring professionals from various industries to campus
- **Workshops** (See our quarterly *Navigator* for networking workshops)

PLANNING YOUR FUTURE

Informational Interviews

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One of the best ways to gather information on a career is by talking with professionals that are already working in the field. Conducting an informational interview is learning about a job and seeing if it fits your interests, skills, and personality. An informational interview is not asking for a job, rather it is gaining information about a career.

1 FIND PROFESSIONALS TO INTERVIEW

How do you find people to interview? The easiest way to start is to ask people you already know. Family members, friends, neighbors, teachers, or past coworkers may work in the occupation you want to explore, or they may know people who do. Career centers, alumni offices, professional associations, and religious organizations are other places to find potential people to interview. Utilize social media sites, such as LinkedIn, to identify individuals who are working in your field of interest.

2 CONNECT WITH CONTACTS

After finding people to consult, you are ready to arrange interviews. Contact the people you hope to meet by email, making it clear that you want information and not a job. Start with an email contact first and follow up with a phone call. This gives the professional advanced notice of your intentions before you put them on the spot during your phone call. You should also mention how you found the person's name and if someone suggested you contact them.

3 PREPARE TO INTERVIEW

Now that you have an appointment, the next step is to get ready for the interview by researching the occupation and the organization, creating a resume, and developing questions.

RESEARCH

Knowing something about the occupation and the company will help you develop specific questions, show your enthusiasm for the job, and help you look more professional.

RESUME

Bring a copy of your resume to demonstrate seriousness and professionalism. You can also ask the people you interview to give you feedback on your resume; this may help you gain relevant advice to be more competitive for a certain field.

DEVELOP QUESTIONS

The most critical part of preparing for an informational interview is to decide which questions will help you evaluate whether the career is a fit for you. You want to gain information to help you imagine yourself in the job and to see whether you would enjoy it. See the following page for some suggested questions.

PLANNING YOUR FUTURE

Informational Interviews

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SUGGESTED QUESTIONS

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 your 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 to this position?
7. What are the prospects for someone entering your field today?
8. What advice would you give someone entering your field today?
9. What advice would you give on applying for and finding a job in this field?
10. Are there any other sources of information you might suggest to learn more about this field?
11. What function or services does your office provide?
12. Are there any other jobs that are similar to yours but with different job titles?
13. Do you have any contacts I might benefit talking with?

4 CONDUCT THE INTERVIEW

Informational interviews are more casual than job interviews, but you should still make a positive and professional first impression. On the day of the interview, you should dress like you are going to an interview. Arrive early and be polite to everyone you meet. You are leading the interview so start by thanking the professional for his or her time. You should also monitor the time and end the interview within the specified time. Thank them for spending time with you and for the information they provided. After the interview, show your gratitude by writing a thank you note within 24 hours.

5 EVALUATE THE CAREER INFORMATION

Hopefully, you'll leave every informational interview with new insights about the career you want. Take a moment to reflect on the following: What did you like? Did you uncover any new concerns about or advantages to the occupation? Did you discover another occupation you might want to learn about? Do you think you would be happy in this type of job or in this type of organization? It is important not to base decisions on the opinions of one individual or company environment. Try to conduct a few interviews in an occupation and confirm the information you learn through other sources. You can futher test an occupation through a job shadowing experience or an internship to gain more knowledge before you choose a career.

APPLYING FOR THE JOB

Job Search Strategies

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Job Preparation

Determine what kind of work you are looking for

1. Industries
2. Functions
3. Job titles

Identify where you want to work

1. Company
2. Work setting
3. Location

Prepare your resume

1. Attend a *Resume Writing* Workshop at the Career Center
(RSVP on Handshake at career.uci.edu)
2. Have your resume reviewed during Drop In Advising hours (Mon - Fri | 11 AM - 3 PM)

Research the job market

1. www.bls.gov/ooh | online.onetcenter.org
2. Research the employment outlooks
3. Determine the salary range (salary.com)

Keep in mind...

The average job search takes about six months!

Only 10% to 20% of jobs are ever published, which means 80% to 90% of jobs remain hidden in the job market.

Using multiple job search strategies will yield better results.

Obtaining a job is a process. Don't get discouraged if you don't get an interview for every application.

Job Search Strategies

- ✓ Handshake (Online job and internship listings)
- ✓ Networking contacts
(UCI alumni, former supervisors, professors, family, friends, etc.)
- ✓ On-Campus Interview Program (OCI)
- ✓ Internet job listings
- ✓ Career Fairs
- ✓ Directories (Online & at the Career Center)
- ✓ Direct inquiry (Contact employers you would like to work for)
- ✓ Temporary/Employment agencies

For more job search help...

- Attend a *Job Search Strategies* Workshop at the Career Center
- Make an appointment with a career counselor, they will have resources pertaining specifically to your area of interest!

5 Job and Internship Search Strategies

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www.career.uci.edu

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

1 Networking

- ☐ Discuss career goals with people you know
- ☐ Discuss career goals with faculty
- ☐ Conduct informational interviews
- ☐ Attend the Career Discovery Series (Winter Quarter)
- ☐ Join professional organizations
- ☐ Inquire directly with employers
- ☐ Join and actively use LinkedIn

Recommended Resources: Career Center LinkedIn Group, OC Networking Directory (ocnetworkingdirectory.com), Campus Organizations (campusorgs.uci.edu)

2 Internships

- ☐ Attend "How to Get an Internship" and "Internship 101" workshops
- ☐ Search for internships on Handshake
- ☐ Visit the Internship Coordinator at the Career Center

Recommended Resources: Handshake (career.uci.edu)

3 Internet Postings

- ☐ Search Handshake
- ☐ Review company and employment postings
- ☐ Search job boards specific to your field

Recommended Resources: Handshake (career.uci.edu)

4 On Campus Recruiting

- ☐ Participate in the On-Campus Interview Program (OCI)
- ☐ Attend Employer Information Sessions

Recommended Resources: Handshake (career.uci.edu)

5 Career Fairs

- ☐ Attend Career Fairs
  - ▸ The UCI Career Center holds fairs in fall, winter, and spring quarters
  - ▸ Check out fairs in the community

Recommended Resources: Career Fair Events

Do

- ✓ Tailor your resume/cover letter
- ✓ Exhaust all of your resources
- ✓ Research employers
- ✓ 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, stop by Drop In Advising or make an appointment with a Career Counselor

APPLYING FOR THE JOB

Write a Cover Letter

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First Paragraph

- **Mention:**
  - Why you are writing (include which position you are applying for)
  - How you learned of the position
  - Your current status (student or employed)
  - If you have completed your degree or when you expect to graduate
- **Make a preliminary assertion** as to your strength as a candidate
- **Tailor** to specific organization/company
- **Explain** your interest in the company

Middle Paragraph

- **Present specific examples** of how your background, experience, achievements, and/or qualifications meet the needs of the position description, department, and/or organization
- **Discuss your knowledge** of and interest in some of the specific characteristics of the job, organization, and/or department
- **Address if your profile differs** from the job description
- **Mention why** you decided to pursue that field

Final Paragraph

- **Offer to provide additional material,** information, or a URL for a professional web page/portfolio (if applicable)
- **Indicate:**
  - How you can best be reached
  - What is enclosed/attached with the letter
  - Your availability for, and interest in, an interview
  - Follow up action on your part
- **Thank the reader** for his or her consideration

Keep in mind...

A cover letter is your opportunity to tell the employer what you are applying for and why you are a good match for the position and the organization.

You should submit a cover letter with every resume, whether for an internship or job.

While a resume provides a summary of your skills and experience, a cover letter takes it a step further by allowing you to highlight your specific qualifications.

Structure and Details

- Appropriately address the salutation to a specific person, not job title (spell their name correctly)
- Avoid saying "To Whom it May Concern" if no name is provided. For example, you can use "Dear Hiring Manager" or "Dear Selection Committee"
- Check for any spelling or grammar errors
- Use a font type and size that match your resume
- Include contact information in the letter
- Write in the tone of a confident (but not arrogant) professional
- If you are submitting your resume to any email address, your cover letter may be in the body of the email

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 Handshake 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
Evan Lee

Enclosure: Resume

For more help...

Visit the Career Center to have your cover letter reviewed!

APPLYING FOR THE JOB

Resume Help

UCI career center
www.career.uci.edu

How to Develop a Resume

1. ***Review the job description for skills and abilities required***
   Analyze the description and highlight the required skills, attributes and qualifications.

2. ***Create a list of accomplishments***
   Include education/training, volunteer experience, jobs, internships, projects, research, and group/team activities. Describe in detail what you did, why you did it, who you did it with, what equipment you used and the results/outcomes. Quantify your results, if possible, and use commonly understood terminology.

3. ***Analyze your accomplishments and experiences for relevant skills***
   Reflect upon your past and current experiences to identify your skills.

4. ***Write descriptive phrases***
   Using action verbs, write short phrases to describe what you did. Be specific yet concise. Arrange the descriptive phrases in order of relevance to the position for which you are applying.

5. ***Organize your experiences***
   List all experiences in reverse chronological order — start with the most recent. In each experience, remember to highlight the skills, knowledge and abilities that are relevant to the job.

Q: What is a CV?

A: CV stands for *curriculum vitae* and is a document used to apply for positions in an academic setting. You can adapt your current resume into a CV by adding three sections:

1. research experience,
2. teaching/mentoring experience
3. publications or poster presentations.

A CV also includes a list of your references with their job title and contact information.

Keep in mind...

The average employer takes about

6 seconds

to scan a resume.

Formatting Tips

- Limit your resume to one page
- Include your contact information (with a professional email address)
- Use a professional font (e.g. Times New Roman, Arial, Helvetica, Georgia, Calibri, Tahoma)
- Use font sizes 10-12
- Use bolding to make key information stand out (e.g. bold all of your job titles)
- List your GPA (if 3.0 or higher)

Do

- ✓ Begin phrases with action verbs such as "developed"
- ✓ Be specific in your objective statement, if you choose to have one
- ✓ Emphasize outcomes, significant achievements and recognition from others
- ✓ Quantify accomplishments when possible and highlight specific examples
- ✓ Be truthful about your accomplishments
- ✓ Have a career counselor review your resume

Don't

- ✘ Use personal pronouns such as "I" or "my"
- ✘ Use complete sentences
- ✘ Include personal information such as marital status, age, Social Security number, or picture
- ✘ Use flashy graphics or colored paper
- ✘ Mention controversial activities or associations (personal preference)
- ✘ Exaggerate your experience
- ✘ Use abbreviations such as "SPOP" or "ASUCI"

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Resume Components

Contact Information

Name, address, email address, and phone number should be at the top of the page

Education

Name of school, major, degree received, and graduation (or projected graduation date)

Experience

Paid, volunteer, or internships. Emphasize duties, responsibilities, skills, abilities, and accomplishments. Include the job title, employing organization, location of job, and dates of employment

Additional Categories

You may want to include skills (technical, language, etc.), activities (school, volunteer, and community), leadership, honors and awards, and research experience

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 June 2016
University of California, Irvine
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

For more resume help...

- RSVP for resume workshops on Handshake
- Get your resume reviewed during Drop In Advising hours (Monday - Friday | 11 AM - 3 PM)

APPLYING FOR THE JOB

Dress for an Interview

UCI career center
www.career.uci.edu

Interview Tips

- Arrive early - you'll be on time and have a chance to collect your thoughts
- Treat all staff members with respect as 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

Keep in mind... Where to shop for interview attire

Macy's
Nordstrom
JCPenney
Men's Wearhouse
The Limited
Ann Taylor Loft
Banana Republic
Marshalls
TJ Maxx

More Interview Attire Help

- onforb.es/1xMjXcm
- Come to drop-in advising at the Career Center!

FAQs

about dressing for an interview

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 clarification as to what is acceptable. Is it khakis and a polo shirt? Slacks and a button-down shirt?

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 attire. It demonstrates professionalism and maturity.

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 suit if they have an interview coming up and are not able to go shopping, but your friend's suit may fit you differently. Working Wardrobes offers a package deal for UCI students (see details at http://www.career.uci.edu/students/working-wardrobes.html).

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 attire to the interview.

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

Should I wear a skirt suit or a pants suit?
Either a matching skirt or pants suit is acceptable to wear. Make sure that you are comfortable in whichever suit you chose to wear.

A FINAL CHECK

- Neatly trimmed hair
- Conservative makeup
- No runs in stockings
- Shoes polished
- No excessive jewelry
- No missing buttons, crooked ties, or lint
- Clean hands and fingernails

APPLYING FOR THE JOB

Interview Techniques

UCI career center
www.career.uci.edu

Ten Rules of Interviewing

1. Keep your answers brief and concise
2. Include concrete, quantifiable data
3. Know your key strengths
4. Prepare five or more success stories
5. Put yourself on their team
6. Image is often as important as content
7. Ask questions
8. Maintain a conversational flow
9. Research the company and its competitors
10. Keep an interview journal

For more interview help...

- RSVP for an *Interview Techniques* workshop at the Career Center
- Participate in practice interviews at the Career Center

Before the Interview

- Explore your strengths, weaknesses, interests, and career goals
- Research the employer
- Review the job description
- Prepare for commonly asked interview questions and potential questions to ask the interviewer
- Practice aloud
- Review your resume

During the Interview

- Arrive early - approximately 10-15 minutes before the interview
- Greet the employer and/or associates with a firm handshake and confidence
- When responding to questions, organize your thoughts and then answer
  - Give examples
  - Answers should be positive and concise
  - Do not identify a weakness essential to the job
- Be aware of non-verbal behaviors - posture, voice, eye contact, and smile
- Relax and enjoy the conversation

After the Interview

- Ask questions
- Thank the interviewer and determine next step
- Reaffirm your interest in the position
- Ask for a business card and send a thank you letter or email within 24 hours
- Re-evaluate interview questions and your responses - reflect on your performance and take notes for future reference

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www.career.uci.edu

Research

What to Research:

- History of the organization
- Products & services
- Culture
- Management style
- Organizational structure
- Financial conditions
- Major competitors
- Plans for growth
- Job responsibilities
- Opportunities for advancement
- Locations

Where to Research:

- Company website
- career.uci.edu
- hoovers.com
- wetfeet.com
- Google
- Newspapers
- Orange County Business Directory
- LinkedIn
- glassdoor.com

Typical Interview Questions

Personal

- Tell me about yourself.
- 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?
- What extracurricular activities did you participate in and what did you learn from those experiences?
- What was the most difficult course you took? How did you handle it?

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?

Goals and Objectives

- Please describe your ideal work setting.
- What major accomplishment would you like to achieve in your life and why?
- What are your career interests?

Behavioral Questions

- Tell me about a conflict situation and how you resolved it.
- Describe a situation when you had multiple tasks to complete under very tight time constraints.
- Describe a time when you sold your colleague/supervisor on an idea.
- Tell me about a time when you worked on a project as part of a team. What role did you play?
- Describe a time when you failed at something. What would you have done differently?
- Give me an example of a situation when you took a leadership role.

Sample questions to ask

- How is job performance measured?
- What are the biggest challenges associated with this position?

APPLYING TO GRAD SCHOOL

Considering Grad School

UCI career center
www.career.uci.edu

Research your prospective field

- ***Talk with*** professors, graduate students, or other UCI staff
- ***Meet with*** people working in that industry or studying in that field
- ***Check out*** the *Occupational Outlook Handbook* by visiting www.bls.gov/ooh/
- ***Identify prospective schools*** and seek information on their programs. Check out the *Peterson's Guide to Graduate and Professional Schools* online at www.petersons.com

Evaluate the Various Graduate Programs

- ***Department***
  - Certain institutions are known for particular programs. Check out the U.S. News & World Report Best Graduate Schools online or at the Career Center.
- ***Faculty***
  - Research the reputation and areas of specialization of the faculty.
- ***Program***
  - Each school has a different curriculum and philosophy. Make sure they meet your educational goals.
- ***Facilities***
  - Find out about the libraries, laboratories, and research facilities. What is the depth of the library collection in your particular field of interest?
- ***Size***
  - There are advantages and disadvantages to both small and large universities.
- ***Placement***
  - Where do graduates go after completing the program?
- ***Degree Requirements***
  - List all requirements such as residency, unit requirements, language requirements, examinations, candidacy, and thesis or dissertation.

Prepare for the Admissions Process

- ***Complete your bachelor's degree***
- ***Aim for a minimum 3.0 GPA***
  - Some schools average your last two years of school, or the courses in your field of concentration.
- ***2-3 letters of recommendation***
  - Choose individuals who know you academically and/or professionally and will give you the best recommendation. The job title or status of that person does not usually matter; however, at least one reference should be a professor. Before asking for a recommendation, meet with your reference to discuss your career goals and inform them about the program(s).
- ***Statement of Purpose***
  - State why you are the most qualified to be in that particular program. This is a qualitative way to show your eligibility, not quantitative like GRE scores, transcripts, and grades.
- ***Admissions tests***
  - In most cases, the Graduate Records Exam (GRE) will be required. Check with each school to identify the appropriate exam.
- ***Application***
  - Read instructions carefully and meet all requirements and deadlines.

Finance your Education

- ***Fellowships***
  - Given to students with the expectation that they will maintain and achieve good standing.
- ***Loans***
  - Explore school, private, and government options. Repayment of loans can vary.
- ***Assistantships***
  - You receive a stipend for which you perform services related to your field.
- ***Grants***
  - Like fellowships, these are gifts to graduate students that do not have to be repaid.
- ***Work-Study***
  - This type of financial aid assists graduate students by providing job opportunities within the institution or in a public or non-profit agency for up to 20 hours a week.

Resources available at the Career Center

- Preparation for GRE, LSAT, CBEST, DAT, etc.
- ABA Guide to ABA Approved Law Schools
- MBA programs
- U.S. News & World Report - Best Graduate Schools
- APA Guide to Graduate Study in Psychology

APPLYING TO GRAD SCHOOL

Application Checklist

uci career center
www.career.uci.edu

Sample Timeline

Keep In Mind...
This is a suggested timeline - your individual deadlines may vary depending on your graduate school program.

Junior Year and Senior Summer

- ☐ Determine which type of graduate program best fits your career goals
- ☐ Research specific graduate programs of interest. Look at admissions and financial aid applications
- ☐ Take required examinations (may also take again in fall)
- ☐ Attend the Graduate and Professional School Fair

Senior Year

September
- ☐ Continue researching graduate programs of interest
- ☐ Find out when graduate transcripts must be sent and what other materials are required
- ☐ Check applications for specific deadlines
- ☐ Register for required entrance exams

October
- ☐ Talk to graduate recruiters visiting the campus or in the area
- ☐ If possible, visit the schools in which you are interested. Talk with admissions staff, department faculty, and/or current graduate students
- ☐ Request letters of recommendation
- ☐ Write personal statement

November
- ☐ Begin preparing your financial aid application. These are often required at the same time or earlier than admissions applications

December
- ☐ Some admissions applications might be due this month
- ☐ Check on your transcripts and letters of recommendations to see that they have been sent

January
- ☐ Last chance to take the required tests for fall admissions (it may be too late for some schools)
- ☐ Check with each school to see that they have received all the materials, including test scores and financial statements

February (or after sending off applications)
- ☐ Wait to hear whether you have been accepted
- ☐ Continue to make contact with representatives of the schools to which you applied and check on the progress of your applications

Store Your Letters of Rec Online

Avoid losing letters or asking professors to write letters to numerous schools by storing your letters online.

Try services like Interfolio (interfolio.com)

Career Center Resources

Grad School Advising
Literature on admissions and programs
"Applying to Graduate School" workshop
"Applying to Law School" workshop
GRE, GMAT, LSAT, and MCAT test info
Grad School Fair, Law School Fair (Fall)
Health Professions Grad School Fair (Spring)

If You Don't Get Accepted

Talk to a career counselor to determine some reasons why you were not accepted and decide if you should revisit your goals.
Don't give up - students are sometimes accepted on their second or third try, or even later!

APPLYING TO GRAD SCHOOL

Write a Statement of Purpose

UCI career center
www.career.uci.edu

Your grades and test scores will determine whether or not you will be considered for admittance to graduate school. Your personal statement can help determine if you are unique enough from the other qualified applicants to actually be admitted.

Before writing....

Need help getting started? Think about these questions...

- ✔ What is special, distinctive, unique, or impressive about you or your life story?
- ✔ How did you learn about this field?
- ✔ What characteristics and skills do you possess that enhance your prospects for success?
- ✔ Have you overcome any unusual obstacles?
- ✔ Are there any gaps in your academic record that you want to explain? (You may want to explain this in an addendum vs. SOP.)
- ✔ What are the most compelling reasons for the admissions committee to be interested in you?
- ✔ What career (related to your graduate program) are you interested in pursuing?

Read the question!

A fantastic essay that does not answer the question the admissions committee asks will get you nowhere. Read the question, re-read the question, and then write your personal statement with the question constantly in mind.

Develop a theme

Graduate school personal statements need a thesis, organization, cohesiveness, and direction. The essay question is usually structured to give leeway to be creative, so take advantage of the writing freedom. Develop a creative theme that answers the essay question and gets across your message. Remember, the admissions committee reads hundreds of essays. Make sure you write one that stands out!

Read example admissions essays

Read a few essays and find out what you like and dislike about each!

Remember...

- *Make yourself stand out!*
- *Showcase what makes you unique*
- *Get feedback*

For assistance with your writing needs, make an appointment with a Writing Specialist or a Peer Tutor through the UCI Center for Excellence in Writing and Communication: www.writingcenter.uci.edu

When writing....

Be positive

You've graduated from UCI, you have career goals, and over the past four years you have accomplished a lot. Be proud and positive and try to avoid the negative. If it sounds like you do not have confidence in your own accomplishments, the admissions committee will not have confidence in you.

Give details

Anyone can claim to be assertive, intelligent, creative, ambitious, and analytical. You need to prove that you have the skills and characteristics you possess. If you claim you can research well, explain why and give examples. If you cannot backup your talents, then they are not worth mentioning. Explain your feelings but avoid words like *meaningful*, *invaluable*, and *rewarding*. This is a "personal" statement. Explain events in detail because they reveal who you are. It is better to have a few great points and stories than a lot of undescriptive generalities.

Seek help

The personal statement should never be completed alone. Have friends, family, and advisors give constructive comments and criticism.

APPLYING TO GRAD SCHOOL

Write a Statement of Purpose

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Do

- ✓ Unite your essay and give it direction with a theme or thesis
- ✓ **Before you begin writing, choose what you want to discuss and the order in which you want to discuss it**
- ✓ Use concrete examples from your life experience to support your thesis and distinguish yourself from other applicants
- ✓ **Write about what interests and excites you - that's what the admissions staff wants to read**
- ✓ Start your essay with an attention-grabbing lead - be careful with using an anecdote, quote, question, or engaging description of a scene
- ✓ **End your essay with a conclusion that refers back to the lead and restates your thesis**
- ✓ Revise your essay at least three times
- ✓ **In addition to your editing, ask someone else to critique your statement for you**
- ✓ Proofread your statement by reading it out loud or into a tape recorder and playing it back
- ✓ **Write clearly and succinctly**

Don't

- ✘ Include information that does not support your thesis
- ✘ **Start your essay with "I was born in..." or "My parents are from..."**
- ✘ Write an autobiography, itinerary, or resume in prose
- ✘ **Endeavor to be a clown, although gentle humor is okay**
- ✘ Be afraid to start over if the essay just isn't working or fails to answer the essay question
- ✘ **Try to impress your reader with confusing vocabulary**
- ✘ Rely exclusively on your computer to check your spelling
- ✘ **Provide a collection of generic statements**
- ✘ Give weak excuses for your GPA or test scores
- ✘ **Lie or exaggerate**

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Sample Outline

Opening Paragraph

State your general reasons for pursuing graduate study and introduce yourself to the selection committee in a compelling manner. Make it interesting; the committee members will read many applications so be sure yours gives them a sense of your particular talents and individuality.

Background

Describe your community and family background and tell how your interest in and your knowledge of your chosen field developed. Describe any personal attributes and qualities that would help you complete graduate study successfully, such as determination in achieving your goals, initiative and ability in developing ideas, and capacity for working through problems independently.

Qualifications

Explain those experiences that will serve as a foundation for your forthcoming graduate work.

Discuss:

1. Your expertise and accomplishments in your field
2. How your undergraduate studies relate to what you intend to do in graduate school
3. Specific learning experiences that demonstrate your motivation and inspiration for continued study
4. Other relevant experiences such as jobs or community activities, including names of organizations and concrete detail

Specific Goals

Express the specific training and background that you would like to acquire while in your graduate program. Your specific goals should be consistent with the goals and training objectives of the department to which you are seeking admission.

Closing Paragraph

Leave the reader with a strong sense that you are qualified and will be successful in graduate or professional school. Here, as throughout your statement of purpose, try to be as brief but as informative as possible.