

UC San Diego

CAREER CENTER

UPWARD  
&  
ONWARD

TRITON  
CAREER  
GUIDE

[CAREER.UCSD.EDU](http://CAREER.UCSD.EDU)

# Welcome!

In the ever-competitive and rapidly evolving employment market, the top graduate school and career candidates must have more than just an exemplary education—they must also be adaptive researchers, effective communicators, and creative spirits.

To help you uncover and strengthen the traits employers and academic institutions are looking for in prospective candidates, work through this guide with your Career Center coach.



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NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

# Getting Started

The Career Center is dedicated to helping students just like you find and land the ideal job, internship, or graduate/professional school opportunity. Use these next few pages to figure out the best path to achieving your goals.

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## Plan for Your Future

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Wherever you are in your career journey, there are plenty of things you can do to accelerate your momentum as you move upward and onward—and meeting with a Career Center coach is a great first step.

From Monday through Friday, the Career Center offers comprehensive advising to meet all of your career needs:

- **UNDERGRADUATE ADVISING**
- **PRE-HEALTH AND PRE-MED ADVISING (HEALTH BEAT)**
- **GRADUATE ADVISING**

Visit [career.ucsd.edu/advising](https://career.ucsd.edu/advising) to see options or use Handshake to schedule an appointment.

### ASK YOUR CAREER CENTER COACH

- **WHAT TYPE OF CAREER (OR MAJOR) IS APPROPRIATE FOR ME?**
- **WHAT STRATEGIES CAN I USE TO MAKE A CAREER DECISION?**
- **HOW CAN I FIND AN INTERNSHIP?**



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## Build Your Road Map

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Whether you are an undergraduate or graduate student, use this timeline for general career-planning purposes.

### JUST STARTING OUT SELF-AWARENESS AND SELF-DISCOVERY

Discover your interests and strengths through coursework, like *Career Readiness (HDS 98)* or *Medical School Prep 101 (FMPH 198)*, participating in student activities and organizations, and on- or off-campus part-time jobs.

Gain experience through the Student Employment Office, which offers a variety of work-study and on- and off-campus positions that provide experiential learning opportunities, transferable skills, and competencies necessary for future employment.

Or try a career assessment tool. The Career Center offers resources like GoinGlobal, ImaginePhD, or myIDP to help identify career paths that fit your personality, preferences, and skills. Visit [career.ucsd.edu](http://career.ucsd.edu) or use Handshake to explore online tools.

### PLANNING FOR YOUR FUTURE EXPLORATION, DECISION-MAKING, AND PREPARATION

As you continue to consider options, attend a career fair, an employer information session, or a career seminar/career panel to familiarize yourself with companies and graduate schools.

Connect with alumni on LinkedIn to better understand careers and industries and to set up informational interviews. Begin to gain career-related work experience and develop skills through part-time jobs, internships, and research. If you're applying to graduate school, look into programs and prepare a timeline. Application deadlines are typically about a year prior to your start date.

Narrow down your choices and make tentative career and/or graduate school decisions. Get your résumé, cover letter, and/or application essays critiqued by a Career Center coach.

## APPROACHING THE FINISH LINE PROFESSIONAL GOAL EXECUTION

Meet with a Career Center coach, mentor, or faculty member to discuss your job search strategies—typically a few months before your graduation date.

Continue looking on Handshake for full-time job opportunities and start applying between six to eight months from graduation.

If going to graduate school or starting your professional career right away isn't part of your plan, consider taking a gap year. A Career Center coach can help you plan it out and identify some options that will help you meet your current and future goals, such as traveling abroad or doing community work.

As you consider what you want to do after graduation, it is equally important to consider the kind of lifestyle and benefits you want—and need. This may change as you progress in your professional journey, so revisit these questions regularly:

- **WHERE** do you want to live? Are you flexible with location?
- **WHAT** salary range would you like?
- **WHAT** benefits are important to you: 401(k), paid leave, health care, etc.?
- **WHAT** other perks do you want: flexible hours, ability to work remotely, travel, etc.?

### Use this chart to map out your plan

	JUST STARTING OUT	PLANNING FOR YOUR FUTURE	APPROACHING THE FINISH LINE
TIME UNTIL GRADUATION			
GOALS			

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## Identify Your Key Competencies

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You go to college or graduate school with the goal of leaving with a degree and the knowledge that comes with it. But this experience teaches so much more—skills that are critical to success beyond the classroom, like teamwork, problem-solving, and leadership.

To help articulate your transferrable skills, UC San Diego has defined twelve competencies obtained through academic, co-curricular, and experiential learning that prepare you for life. Work with your Career Center coach to identify the competencies you have already developed and which competencies you should strengthen to better position yourself for prospective employers or graduate schools.

Learn more about the competencies and get real world examples of how other students have developed them at [career.ucsd.edu/competencies](https://career.ucsd.edu/competencies).





**CRITICAL THINKING &  
PROBLEM SOLVING**



**UNDERSTANDING  
GLOBAL CONTEXT**



**PROFESSIONALISM  
& INTEGRITY**



**INNOVATION &  
ENTREPRENEURIAL  
THINKING**



**CAREER  
DEVELOPMENT**



**DIGITAL INFORMATION  
FLUENCY**



**LEADERSHIP**



**RESEARCH ABILITY**



**SELF-REFLECTION**



**TEAMWORK &  
CROSS-CULTURAL  
COLLABORATION**



**CIVIC ENGAGEMENT  
& SOCIAL  
RESPONSIBILITY**



**ORAL, WRITTEN &  
DIGITAL COMMUNICATION**



# Succeed in Your Search

Finding, applying, and interviewing for what's next can be intimidating. These next few pages will help you develop the basics—from the résumé to networking to the interview.

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## Develop Your Résumé

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The résumé is your opportunity to market yourself to a prospective employer—allowing you to showcase your experiences, strengths, and core competencies.

Use this worksheet to reflect on your experiences and identify the skills that will demonstrate your qualifications.

### TIPS FOR GETTING NOTICED

Optimizing your résumé by using key words from a position description will help your résumé get noticed by Application Tracking Systems—software that sifts through résumé submissions to surface the most qualified candidates. Increase your likelihood of getting selected by including key words from the posting on your résumé.



## RÉSUMÉ EXAMPLE

### FIRST (MIDDLE INITIAL) LAST

Name@ucsd.edu or Name@gmail.com | (Area Code) Phone-Number | linkedin.com/in/yourname

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#### SUMMARY

A short (2–4 lines) overview of your qualifications as they relate to the role you're pursuing, demonstrating you are a good match for the role with your experience, knowledge, and skills—consider adding words from the role as part of your summary.

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#### EDUCATION

##### UNIVERSITY NAME

Degree, Major/Program

Month 20XX [or, "Expected Month 20XX"]

- Include any relevant certifications

##### UNIVERSITY NAME

Degree, Major/Program

Month 20XX

- Optional: GPA (if relevant to your industry)
  - Include noteworthy academic honors and study abroad experience
- 

#### EXPERIENCE

(Optional: tailor sub-headings to role or student club—e.g., "Leadership Experience," "Volunteer Research Experience")

Reverse chronological order, start with the most recent experience.

COMPANY/ORGANIZATION NAME, City, State

Month 20XX–Month 20XX

##### Position (e.g., Intern, Research Analyst)

- 3-5 bullet points describing your outcomes and accomplishments, tailored to the position.
- Focus on the results rather than just listing your responsibilities; quantify when possible.
- Highlight leadership roles and demonstrate how you've found solutions to challenges.
- Begin bullet points with a variety of direct action verbs (e.g., Led, Directed, Researched) and avoid passive verbs (e.g., Responsible, Assisted).

COMPANY/ORGANIZATION NAME, City, State

Month 20XX–Month 20XX

##### Position

Keep position summaries short and to the point. Many hiring managers spend only 20–30 seconds scanning a résumé—being clear and concise is essential.

- Don't try to include all of your job duties; only highlight the ones most relevant to the job you're applying for and your most important accomplishments.
- Make sure to include any internships and unpaid/volunteer work under the experience section.

COMPANY/ORGANIZATION NAME, City, State

Month 20XX–Month 20XX

##### Position

- List various positions under one employer with dates to show progression if applicable.
  - As a general rule, the amount of information beneath each position should decrease as you move toward older positions.
- 

#### SKILLS

- This section helps show an employer you're the complete person with experiences listed above.
- Include certifications, awards, and honors.
- Include hard skills (e.g., C++, Spanish) but not soft skills (e.g., communication).
- List hobbies and interests (Be specific—e.g., list volleyball rather than sports, Thai cooking rather than cooking, write poetry rather than author, etc.).
- Include native, fluent, or conversational for language(s).

Find a standard résumé template at [career.ucsd.edu/resume](https://career.ucsd.edu/resume).

## CONSTRUCTING AN ACCOMPLISHMENT STATEMENT

One of the most difficult parts of writing a résumé is constructing the accomplishment statements. Each of the roles you list under Experience on your résumé should have several bullet points describing your accomplishments, tailored to the position. To write an effective accomplishment statement, use the APR (Action + Project + Result) formula:

1. PICK A VERB (ACTION WORD).
2. BRIEFLY DESCRIBE THE PROJECT.
3. DESCRIBE THE RESULT OR IMPACT OF YOUR DIRECT CONTRIBUTION.
4. QUANTIFY WHEN POSSIBLE.

**EXAMPLE:** *Raised over \$5,000 to fund three-month research project in Brazil by successfully writing three grant proposals to organizations, including the National Science Foundation.*

### USE STRONG ACTION WORDS LIKE THESE

ASSESSED

FACILITATED

REVITALIZED

CLARIFIED

FORMULATED

SPEARHEADED

COLLABORATED

GENERATED

SYSTEMATIZED

COORDINATED

IMPROVED

TRAINED

DEVELOPED

INITIATED

DEvised

OVERSAW

## DRAFTING YOUR ACCOMPLISHMENT STATEMENTS

### JOB/ROLE #1

Action I took: \_\_\_\_\_

\_\_\_\_\_

Project or task this was for: \_\_\_\_\_

\_\_\_\_\_

Result or impact my action had: \_\_\_\_\_

\_\_\_\_\_

Revised version for a résumé bullet point: \_\_\_\_\_

\_\_\_\_\_

### JOB/ROLE #2

Action I took: \_\_\_\_\_

\_\_\_\_\_

Project or task this was for: \_\_\_\_\_

\_\_\_\_\_

Result or impact my action had: \_\_\_\_\_

\_\_\_\_\_

Revised version for a résumé bullet point: \_\_\_\_\_

\_\_\_\_\_

### JOB/ROLE #3

Action I took: \_\_\_\_\_

\_\_\_\_\_

Project or task this was for: \_\_\_\_\_

\_\_\_\_\_

Result or impact my action had: \_\_\_\_\_

\_\_\_\_\_

Revised version for a résumé bullet point: \_\_\_\_\_

\_\_\_\_\_

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## Develop Your CV

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While CV (*curriculum vitae*) is often used interchangeably with résumé, the two documents are actually quite different. The CV is used widely throughout academia, research, and medical professions, whereas the résumé is used for applications to nonacademic jobs and internships.

CV (CURRICULUM VITAE)	RÉSUMÉ
<b>ACADEMIC, RESEARCH, AND MEDICAL</b>	<b>NONACADEMIC</b>
<b>OFTEN SEVERAL PAGES LONG</b>	<b>NO LONGER THAN 1–2 PAGES</b>
<b>PURPOSELY FORMULAIC</b>	<b>TAILORED TO DEMONSTRATE YOUR FIT FOR THE JOB</b>
<b>LITTLE VARIATION BETWEEN ACADEMIC DISCIPLINES</b>	<b>VARIATION BETWEEN INDUSTRIES</b>
<b>EMPHASIZES EDUCATION</b>	<b>EMPHASIZES EXPERIENCE AND ACCOMPLISHMENTS</b>
<b>NO BULLET POINTS:</b> include lists with few descriptions	<b>BULLET POINTS:</b> explain how your experience prepares you for the job

## TIPS FOR DEVELOPING YOUR CV

1

**REMEMBER:** Your CV should be a repository of all your academic accomplishments, particularly those related to research, teaching, and service to the profession.

2

**ASK PROFESSORS IF YOU CAN LOOK AT THEIR CV FOR REFERENCE.** But don't get overwhelmed by the length—your professors have had many years of experience to gain their accomplishments.

3

**UPDATE YOUR CV REGULARLY SO YOU DON'T FORGET ACCOMPLISHMENTS ALONG THE WAY.** Be prepared and you'll never feel rushed when you need to submit your CV.

4

**KEEP INTERNATIONAL DIFFERENCES IN MIND.**

Some countries require that the CV include a variety of personal information that is not typically used in the United States. Do your research and adapt your CV as appropriate before applying.

For examples of a standard résumé and a standard CV, visit [career.ucsd.edu/resume](https://career.ucsd.edu/resume).

You can also schedule an appointment with a Career Center coach to go over your documents.



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## Draft a Cover Letter

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You never get a second chance to make a first impression. Use your cover letter to add clarity, more details, and context to your résumé or CV. Even if the cover letter is optional, it is a great chance to persuade an employer of your qualifications and fit.

Start by identifying what skills or qualifications a specific job posting is targeting and match them with relevant experiences that showcase your qualifications for the position. Use the following prompts to try this out:

### FIND A JOB DESCRIPTION YOU ARE INTERESTED IN APPLYING FOR.

Write down EVERY action verb in the description.

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### NOW, REFLECT ON YOUR TOP QUALIFICATIONS AND MATCH THEM WITH THE ACTION VERBS IN THE JOB DESCRIPTION.

This will help determine which experiences are most relevant.

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## TIPS FOR WRITING A GOOD COVER LETTER

### MAKE IT SPECIFIC

Customize your cover letter by highlighting relevant experience, skills, or personal traits that make you a qualified candidate. Demonstrate that you understand the requirements of the role.

### MAKE IT STAND OUT

Give a sense of your personality. Always be professional, but use the cover letter to show how you'd fit with the organization's culture. Hiring managers can get hundreds of applications and the cover letter is an opportunity to introduce yourself.

### MAKE IT PERSONAL

Do the research so you can address your cover letter to a specific person or search committee. This small act will show that you're willing to put in extra effort.

## COVER LETTER TEMPLATE

**YOUR NAME** Address | Phone Number | Email Address | LinkedIn

[Date]

Jane Doe  
Senior Associate  
Smith & Associates Accounting Group  
123 Barbary Lane  
San Francisco, CA 94105

Dear Jane Doe,

**[State the position you're applying for]** I am submitting my résumé in consideration for the tax intern position with Smith & Associates Accounting Group. **[State why you're a strong candidate]** Given my background in accounting and extensive leadership experience, I believe this position is a strong match for my skills and career interests. I am especially interested in Smith & Associates Accounting Group because **[state why you're interested]**.

**[Outline your relevant experience]** I developed a keen interest in public accounting while working toward an undergraduate minor in accounting at Rady School of Management. Specifically, my intermediate Accounting class allowed me to develop a solid foundation in preparing and interpreting accounting information. In addition to my academic training, I bring strong interpersonal, communication, and leadership skills. My experience as president of the Undergraduate Accounting Society has provided me with the opportunity to successfully lead an organization of more than one hundred students while managing all operations of the organization.

**[Restate your qualifications and interest]** As a proven leader, team player, and problem-solver, I feel my skills and experience make me an ideal candidate for the tax internship position. I would welcome the opportunity to interview for the position and hope to hear from you soon. Thank you for your time and consideration.

Sincerely,  
[Signature]  
Your Name

For more tips and cover letter basics, visit [career.ucsd.edu/cover-letter](https://career.ucsd.edu/cover-letter).



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## Network

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Networking is the most efficient and effective way to find a job that's a good fit for you—and you can start networking immediately. By meeting classmates or engaging fellow alumni and professors, your network of friends and acquaintances can help you identify career matches and prepare you for your job search.

**WHEN NETWORKING, THIS IS A HELPFUL TO HAVE A THIRTY-SECOND “ELEVATOR PITCH” PREPARED IN ADVANCE. THIS IS A SUCCINCT SALES PITCH ABOUT YOU.**

Introduce yourself: \_\_\_\_\_

Share your educational background: \_\_\_\_\_

State your purpose (why you want them to listen): \_\_\_\_\_

Provide relevant skills: \_\_\_\_\_

Let them know how they can help you: \_\_\_\_\_

And always remember to thank them for talking with you.

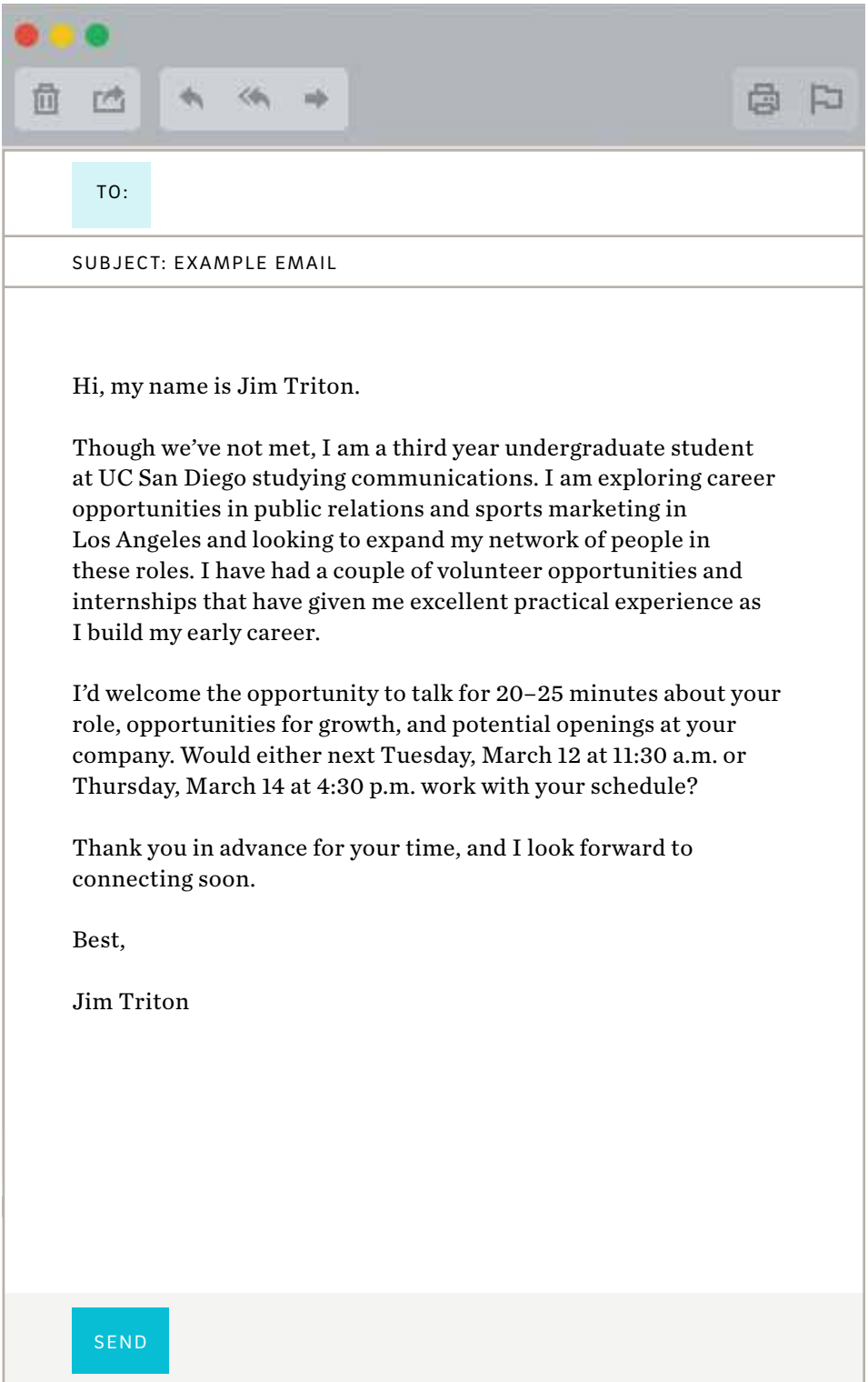
Where possible, you should tailor your elevator pitch to the person you're speaking with. Below are recommended steps to prepare for an interaction with a prospective employer:

**1**      **RESEARCH THE COMPANY.** Find out if they have internships and/or full-time positions available.

**2**      **CHECK HANDSHAKE.** See if the company will be participating in an upcoming career fair or employer information session and register for that event.

**3**      **TAILOR YOUR PITCH.** Practice saying it out loud.

**4**      **PUT YOUR PLAN INTO ACTION.**

An email composition window with a grey header bar. The header bar contains three colored window control buttons (red, yellow, green) on the left, a set of navigation icons (trash, forward, back, forward) in the center, and a set of action icons (print, flag) on the right. Below the header bar is a white area with a light blue 'TO:' label. Underneath is a white area with the text 'SUBJECT: EXAMPLE EMAIL'. The main body of the email is a large white area containing the following text:

Hi, my name is Jim Triton.

Though we've not met, I am a third year undergraduate student at UC San Diego studying communications. I am exploring career opportunities in public relations and sports marketing in Los Angeles and looking to expand my network of people in these roles. I have had a couple of volunteer opportunities and internships that have given me excellent practical experience as I build my early career.

I'd welcome the opportunity to talk for 20–25 minutes about your role, opportunities for growth, and potential openings at your company. Would either next Tuesday, March 12 at 11:30 a.m. or Thursday, March 14 at 4:30 p.m. work with your schedule?

Thank you in advance for your time, and I look forward to connecting soon.

Best,

Jim Triton

At the bottom of the window is a grey bar with a light blue 'SEND' button.

TO:

SUBJECT: EXAMPLE EMAIL

Hi, my name is Jim Triton.

Though we've not met, I am a third year undergraduate student at UC San Diego studying communications. I am exploring career opportunities in public relations and sports marketing in Los Angeles and looking to expand my network of people in these roles. I have had a couple of volunteer opportunities and internships that have given me excellent practical experience as I build my early career.

I'd welcome the opportunity to talk for 20–25 minutes about your role, opportunities for growth, and potential openings at your company. Would either next Tuesday, March 12 at 11:30 a.m. or Thursday, March 14 at 4:30 p.m. work with your schedule?

Thank you in advance for your time, and I look forward to connecting soon.

Best,

Jim Triton

SEND



## 02/

Prepare for the interview by developing a brief introduction of yourself and your goals for the meeting.

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## 03/

**OUTLINE SOME OPEN-ENDED QUESTIONS THAT YOU'D LIKE TO ASK. SELECT TWO OF THESE STANDARD QUESTIONS AND CREATE TWO MORE OF YOUR OWN:**

How did you begin your career?

How would you describe a typical day or week in your role?

What skills and training are needed to be successful in your position?

What are some rewards and challenges with this career?

What advice would you give someone considering this job/career?

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**CHECK IN WITH YOURSELF AFTER THE CALL:**

What did you learn (positive or negative)?

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How did their career fit with your interests, skills, values, and goals?

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What do you still need to know?

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Outline your next steps:

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For more tips on how to set up an informational interview, sample questions and scripts, and how to conduct the interview, visit [career.ucsd.edu/informational-interviews](https://career.ucsd.edu/informational-interviews).

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## Prepare for the Interview

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More and more organizations are using behavioral interviewing, which focuses on experiences, behaviors, and skills specific to the position. For example, if successful leadership is a necessary skill, you may be asked to talk about an experience in which you were a leader as well as what you think makes a good leader. Build your confidence with these types of questions by getting as much practice as possible. You can find helpful resources on Handshake like Big Interview, where you can practice mock interviews that are tailored to your specific industry, job, and experience level.

### TIPS FOR A GOOD INTERVIEW

1

**BE PREPARED**—Anticipate which skills the employer will be looking for by reviewing employer literature, speaking with contacts who work for the employer, and listening carefully during the employer’s information session. Then prepare examples of how you’ve demonstrated those skills.

2

**GET CLARIFICATION**—Listen carefully to the question, but don’t be afraid to ask for clarification if necessary. It is important that you answer the question completely.

3

**BE SPECIFIC**—Talk about a particular situation that relates to the question. Briefly explain the situation, what you did, and the positive result or outcome. Your answer should contain these four steps: situation, task, action, result (or **STAR**).

4

**PROVIDE DATA**—Quantify your results whenever you can. Numbers illustrate your level of authority and responsibility.

5

**KNOW HOW TO PIVOT**—Make sure to have one or two examples of a time when the results didn’t turn out as you planned. Share how you handled it and what you learned.

## EXAMPLES OF BEHAVIORAL QUESTIONS:

**DESCRIBE** a situation in which you were able to use persuasion to successfully convince someone to see things your way.

**GIVE ME A SPECIFIC** example of a time when you used good judgment and logic in solving a problem.

**TELL ME ABOUT** a time when you had to go above and beyond the call of duty in order to get a job done.

**CONVINCE ME** that you can adapt to a wide variety of people, situations, and environments by providing examples.

Now practice developing a response to one of these questions using the **STAR** method:

**01/ SITUATION:** What is an example of a situation you were involved in that resulted in a positive outcome?

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**02/ TASK:** What were the tasks involved in that situation?

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**03/ ACTION:** What were the various actions involved in the situation's task?

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**04/ RESULTS:** What results directly followed because of your action?

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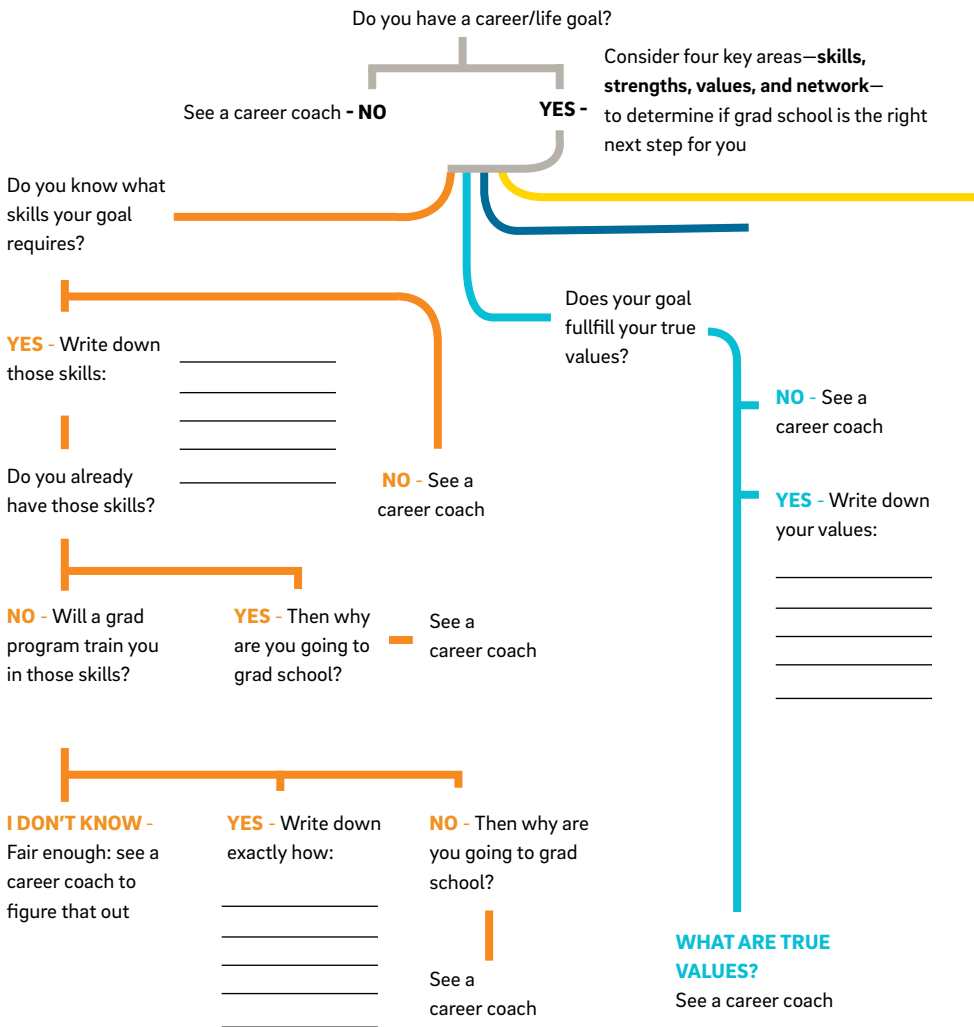
Remember to prepare your own questions for the interviewer. Not only can this show that you did your research on the company and are invested in the interview, it also gives you the opportunity to make sure the company is a good fit.

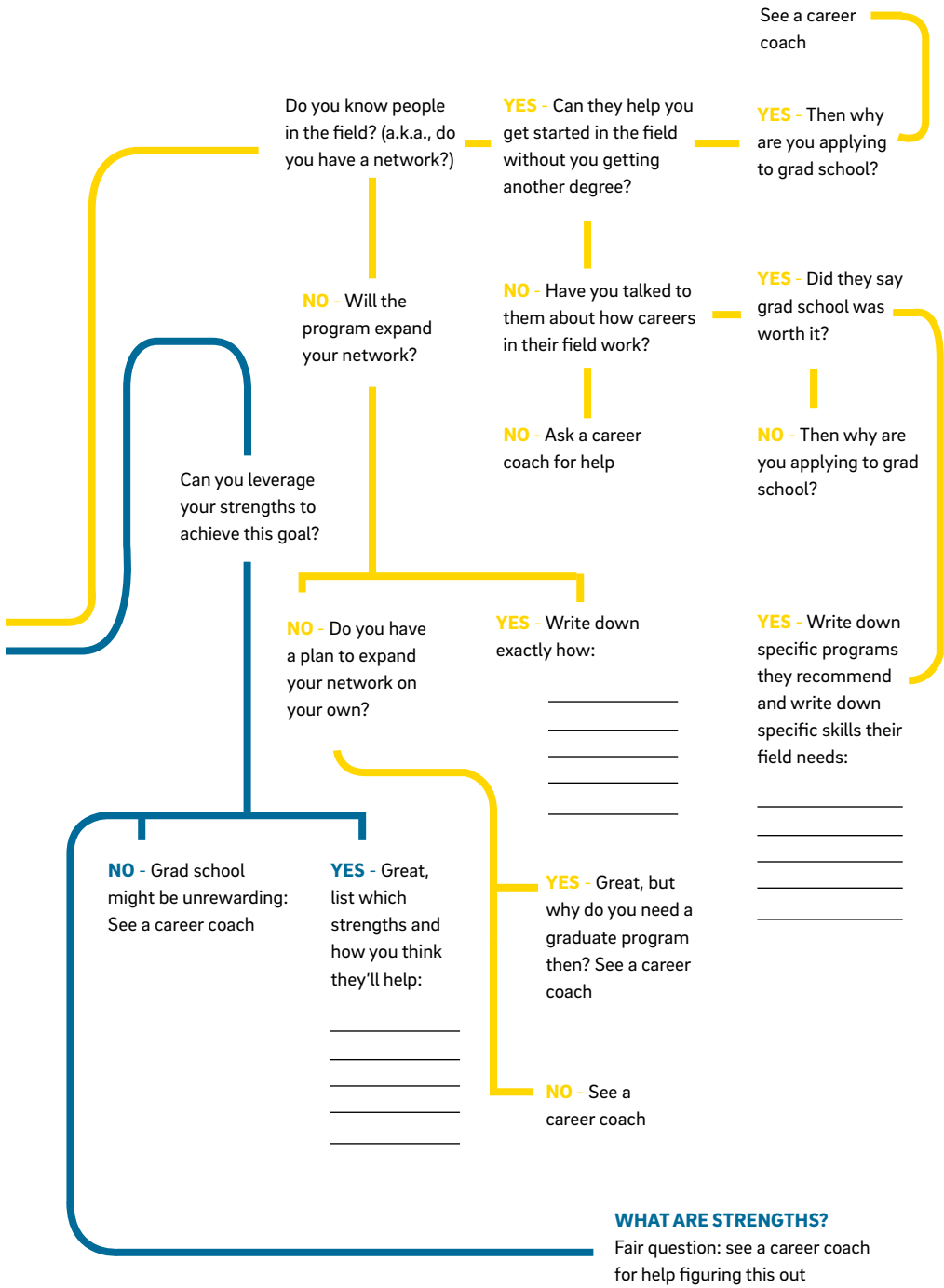


# Secondary Degrees and Beyond

Graduate school or professional school is a great opportunity for some students, but before you commit, work through these questions with a Career Center coach to determine if graduate school is the right next step for you.

## Is Grad School Right for You?





If you have decided to pursue a graduate degree, there are some critical steps and timelines to consider. For step-by-step instructions on how to apply, work with a Career Center coach or visit [career.ucsd.edu/grad-school](http://career.ucsd.edu/grad-school).

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## Pre-Health and Pre-Med

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Before you start working toward a health profession, consider if it is the right path for you. Start by asking these questions and then meet with a Health Beat adviser to talk through your options.

### 01/

WHY HEALTH? WHAT KIND OF HEALTH CARE DO YOU WANT TO PROVIDE?

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WHO DO YOU WANT TO PROVIDE THIS HEALTH CARE TO?

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HOW DO YOU WANT TO PROVIDE THIS HEALTH CARE?

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WHERE DO YOU WANT TO PROVIDE THIS HEALTH CARE?

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### 02/

DO YOU HAVE A STRONG APTITUDE IN SCIENCE?

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**03/**

HOW COMPETITIVE ARE YOU?

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**04/**

WHAT KIND OF LIFESTYLE DO YOU ENVISION FOR YOURSELF?

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**05/**

DO YOU NEED ADDITIONAL TRAINING OR EDUCATION PRIOR TO APPLYING FOR A HEALTH PROFESSION?

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**06/**

HOW LONG WILL IT TAKE TO ACCOMPLISH YOUR GOAL?

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**07/**

WHAT WILL BE YOUR RETURN ON INVESTMENT IN TRAINING OR EDUCATION (DEBT ACCRUAL VS. SALARY)?

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## Develop Your Statement of Purpose

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Making the decision to apply for graduate school is an exciting step toward achieving your professional goals. There is a lot to consider when applying to graduate school, but one of the key elements is your statement of purpose. This is your opportunity to convince the admissions committee of your qualifications. **However, don't confuse a personal statement with a statement of purpose.** A personal statement is about who you are and your personal reasons for applying, while a statement of purpose is about what you will do at the institution where you're applying.

Work through the following guide to start formulating your statement of purpose—and remember to share it with a Career Center coach for feedback. Below are general tips to help you develop your statement of purpose. For additional resources and insights, visit [career.ucsd.edu/statement-of-purpose](https://career.ucsd.edu/statement-of-purpose).

- 1** **MAKE IT SPECIFIC.** Always review the requirements of the program and follow its guidelines.
- 2** **USE WHAT YOU'VE LEARNED.** Remember writing persuasive and informative essays in your Arts and Humanities classes? You can put those skills to use in your statement of purpose. While the form might be different, the basic concepts apply.
- 3** **WRITE FIRST. EDIT LATER.** No one has a perfect first draft. Focus on getting your thoughts down and then go back and edit for clarity and simplicity. More is not better: if you can cut out a sentence or even a word and the rest still makes sense, do it.
- 4** **GIVE YOURSELF TIME.** Plan ahead to ensure you have the necessary time to perfect your statement of purpose.
- 5** **MAKE IT STAND OUT.** Admissions committees can get hundreds, if not thousands of applications. The statement of purpose is an opportunity to introduce who you are and show how you are uniquely qualified.

## Where To Start

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**INTRODUCTION:** Explain who you are and why you are writing. What are the life or career goals that you hope graduate school will help you achieve?

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How will this specific program aid you?

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What attributes do you have that will allow you to succeed?

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**BODY PARAGRAPH(S):** Provide evidence to back up the claims you made in the introduction. How do you know the program will advance you toward your goals?

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What past examples of your attributes support your claims? Think quality over quantity—highlight the relevant research you've done to prepare you for this next step.

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**CONCLUSION:** Summarize your points without adding any new arguments. You want to reinforce what you presented in the introduction (goals, attributes, etc.).

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# Additional Resources

The Career Center provides a variety of online tools to help you achieve success—from career assessments to interview practice to career planning. Visit Handshake and [career.ucsd.edu](https://career.ucsd.edu).

## CONTACT US

The Career Center is located just off of Library Walk.

**PHONE:** (858) 534-3750

**EMAIL:** [careercenter@ucsd.edu](mailto:careercenter@ucsd.edu)

## MAILING ADDRESS

Career Center  
9500 Gilman Drive # 0330  
La Jolla, CA 92093-0330

## UNDERGRADUATE ADVISING

[Career Peer Educators: 10:00 a.m.–3:00 p.m.](#)

Trained student interns offer advice on writing résumés and cover letters, searching for internships and jobs, and more. These ten-to-fifteen-minute drop-in sessions are best for help with quick questions. Drop-in advising is also available with professional staff advisers. For schedules, visit [career.ucsd.edu/advising](https://career.ucsd.edu/advising).

### [Advising by Appointment](#)

Career Center coaches are available for thirty-minute appointments. Schedule through Handshake.

### [Pre-Health and Pre-Med Advising \(Health Beat\)](#)

If you are a junior or senior interested in a health profession, professional staff advisers are available for thirty-minute appointments. Schedule through Handshake.

Drop-ins are also available with Pre-Health Career Peer Educators (Health Beat CPEP) and professional staff advisers. For the schedule, visit [healthbeat.ucsd.edu/advising](https://healthbeat.ucsd.edu/advising).

## GRADUATE ADVISING

### [Advising by Appointment](#)

Schedule an appointment with a graduate career coach through Handshake.

## **HANDSHAKE**

Handshake is a recruiting platform for UC San Diego students and alumni. Use Handshake to search thousands of jobs and internships, register for events and advising appointments, and access professional development resources. To get started, visit [ucsd.joinhandshake.com](https://ucsd.joinhandshake.com).

## **STUDENT EMPLOYMENT OFFICE**

Located in the Career Center, the Student Employment Office helps you identify and secure on-campus work experience that can help you reach your professional goals.

For more information, visit [career.ucsd.edu/student-employment](https://career.ucsd.edu/student-employment).







