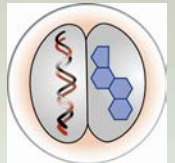
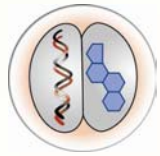


The Job Search:

From Graduate Student to Job Applicant: Putting the Pieces Together

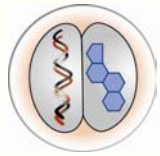
Presented by: Tiffany Bachmann, M.A.





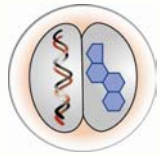
Introduction

- Planning Your Job Search
- When to Use a C.V. versus a Résumé
- Cover Letter Fundamentals
- The Interview



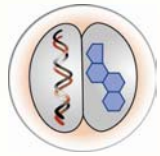
Vocabulary

- Curriculum Vita, Vita, or C.V. = A comprehensive document detailing your career history.
- Résumé = A summary of your career history.
- Biosketch = An NIH form document that is a hybrid of the C.V. and Résumé



Planning Your Job Search

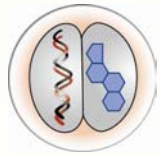
- Have I discussed my job search with my advisor and committee?
- Am I at the right stage in the completion process to begin conducting a job search?
- What type of position would be the best use of my skills, interests and career goals?
- What opportunities are available in my target location or field?



Did You Know...

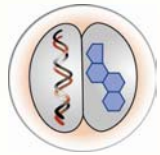
- Recruiters spend only 10-15 seconds reviewing a **Résumé**. Source: Resumedoctor.com
- Only the first page of a **Résumé** or **C.V.** is read by employers. Page 2 and beyond the reader is in “scan mode”.

Source: David Jensen, Science Careers



Writing Your C.V.

- Create an easy to read heading area for your contact information.
- List your academic credentials in reverse chronological order (highest degree first)
- Create additional categories for Honors and Awards, Publications, Presentations, Grant Funding etc.



The Sample C.V.

Contact Information

Name, Mailing Address, Telephone Number(s), and Email Address

Education:

Highest Degree: Major, Institution Name, City, Month/Year of Degree Completion

Previous Degrees:

Thesis/Dissertation:

Title, Advisor

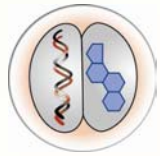
Experience:

Job Title, Institution, City, Dates of Employment

Summary Statement about the position. 1-2 sentences.

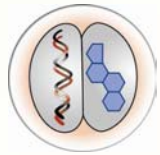
Honors/ Awards/ Fellowships

Publications



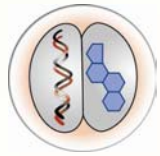
Writing a Résumé

- Provide a clear header section for contact information.
- Choose between a functional or chronological layout.
- Summary statements that are both action orientated and outcome based.
- Concise and relevant to the position you are applying for.



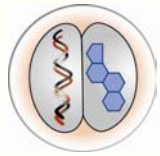
Revising Your Documents

- Items not to include on your C.V. or Résumé
- Editing and Proof Reading
- Production for Circulation



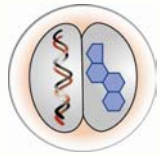
Cover Letter Basics

- Never send your Résumé or C.V. to a prospective employer without a cover letter.
- Your cover letter should not be more than 1 page in length.
- Your cover letter must be typed.
- The purpose of your cover letter is to get you an *interview!*



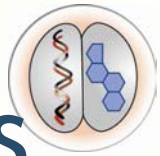
Cover Letters: Advanced

- Address your letter to a “real” person when ever possible.
- Paragraph 1 - State why you are contacting this organization and how you learned about the opening.
- Paragraphs 2 and 3 - Provide specific details about your experiences as they relate to the position. **DO NOT SIMPLY REPEAT FACTS ALREADY IN YOUR C.V. OR RÉSUMÉ!**
- Paragraph 4 - Closing and reiteration of your interest in the position.



References

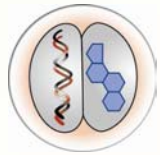
- Ask the individuals you want to be a reference for permission before you list them.
- Talk to your references about your career plans, strengths, weaknesses, and job search strategies.
- Keep in touch with your references during the search process.



Interview Advice from the Experts

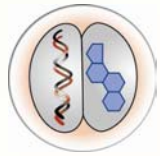
- Most hiring managers form an impression of the candidate within the first 10 minutes of the meeting.
- Have a strong and firm handshake when meeting the interviewer. Make eye contact.
- Have a conversation with the interviewer, not just 2-3 word answers.
- Refrain from talking ill about your former employer (faculty advisor, institution etc).

Source: Money Magazine, July 2007. p.22



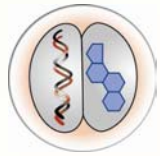
The Interview

- The telephone interview..
- Before your interview...
 - Confirm the specifics of the interview with the organization (dates, time, location, travel, parking etc.).
 - Invest time and money in yourself.
 - Conduct additional research.
 - Practice your presentation if part of the interview process.
 - Practice, but don't memorize your responses to typical questions.



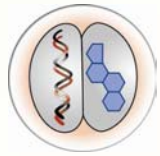
Interview Day Basics

- Arrive to the location 5-10 minutes early.
- Be polite and professional with every person you meet during the day.
- Dress your best and wear comfortable shoes.
- Don't forget to eat even if you are nervous.
- Avoid alcoholic drinks while having lunch or dinner.



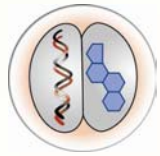
The Interview Questions

- Be prepared to answer some basic questions...
 - How you became interested in your research topic.
 - Personal background (be careful here).
 - Why you choose a specific degree program, advisor, career path etc.
 - General small talk conversation starters (sports, weather, current events)



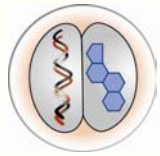
Additional Interview Questions

- Be prepared to talk in-depth about your experiences, but do not assume the interviewer is an expert in field.
- Be prepared to talk about how you will contribute to the organization.
- Show you are knowledgeable and conversant in the direction of the field.



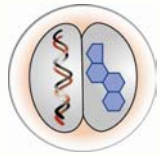
Handling Difficult Interview Questions

- Ask for clarification if the question is unclear.
- Pause a moment to gather your thoughts and then respond.
- Do not participate in negative comments about your advisor or institution.



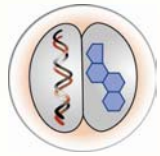
It's Your Turn to Ask Questions

- Ask insightful questions about the position, location or individual.
- Ask questions that will help you evaluate if the position is right for you.
- Avoid questions that have a yes/ no response.



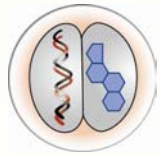
After the Interview

- Send a written thank-you note to the people you met with.
- Tie up loose ends with travel reimbursements.
- Be patient during the decision process.
- Promptly withdraw from further consideration if you are no longer interested in the position.



Summary

- What was covered today
 - The difference between a C.V. and Résumé
 - Writing your cover letter
 - The Interview
- Handouts provided have samples of cover letters, C.V.'s and Résumés.



More Information

- **Electronic Sources**

- **NIH Virtual Career Center**

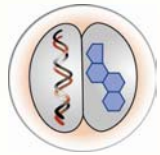
- <http://www.training.nih.gov/careers/careercenter/jsearch.html>

- **Chronicle of Higher Education**

- <http://chronicle.com/jobs/news/>

- **Journal of Science: Careers Section**

- <http://sciencecareers.sciencemag.org/>



Questions?