

GGL Career Day 2011

Applying for Jobs in English

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English, Inc.
C e r n i s k i ♦

Agenda

- Part 1: Preparing
- Part 2: Interviewing

Part 1: Preparing

- Self-analysis
- Resume / CV
- Cover(ing) letter
- The interview

Self-Analysis

What are my:

- Values? (Achievement? Security? Autonomy?)
- Technical and soft skills?
 - Of the skills I have, which do I want to use?
 - Of the ones I don't have, which do I want to acquire?
- Job needs: Salary - Work Conditions – Location
- Longer-term goals?

Adapted from Great Jobs for Biology Majors by Blythe Camenson

Resume / CV

- English language – but Anglo-American conventions?
- Resume: 1-3 pages; CV: open-ended
- Capsule-statement near top of page 1:

Resume

Summary/ Profile/ Expertise

- Research experience
- Soft skills
- Possibly next career goal

CV

Research Interests

- Areas of interest

More Resume-like:

Strategic design of laboratory experiments and hands-on experience in micro and molecular biological methods, including DNA/RNA extraction.... Strong critical thinking/analysis capabilities; excellent written and oral communications abilities.... Seeking an entry-level position as a

Adapted from: <http://www.careercenter.umich.edu/students/gradservices/academic/cvmehri.htm>

More CV-like:

Development of

Resume / CV: Experience

Resume (bullet points for activities & achievements):

Doctoral Research Scientist / University, Dept., Advisor

Managed projects, trained and supervised a research staff of five, designed and analyzed molecular biological...

Discovered several genes in signal transduction pathways, including one that encodes a novel protein kinase

Awarded Fellowship from Foundation Z

Adapted from: Career Opportunities in Biotechnology & Drug Development, T. Freedman

CV (generally, just your research focus):

Research Assistant, Laboratory of Jane Doe, University X
Effects of Ty1 transposition on evolution of yeast cells.

Adapted from: www.careercenter.umich.edu/students/gradservices/academic/cvmehri.htm

Cover Letter

	Industry	Research / Academic
¶ 1	How you learned about the post + main benefit(s) you would bring to the firm	How you learned about the post + your main research focus
¶ 2	How your background would benefit that position at that firm	How your research can continue & expand at that institution + teaching and service activities
¶ 3	Express interest in an interview. + “Thank you.”	

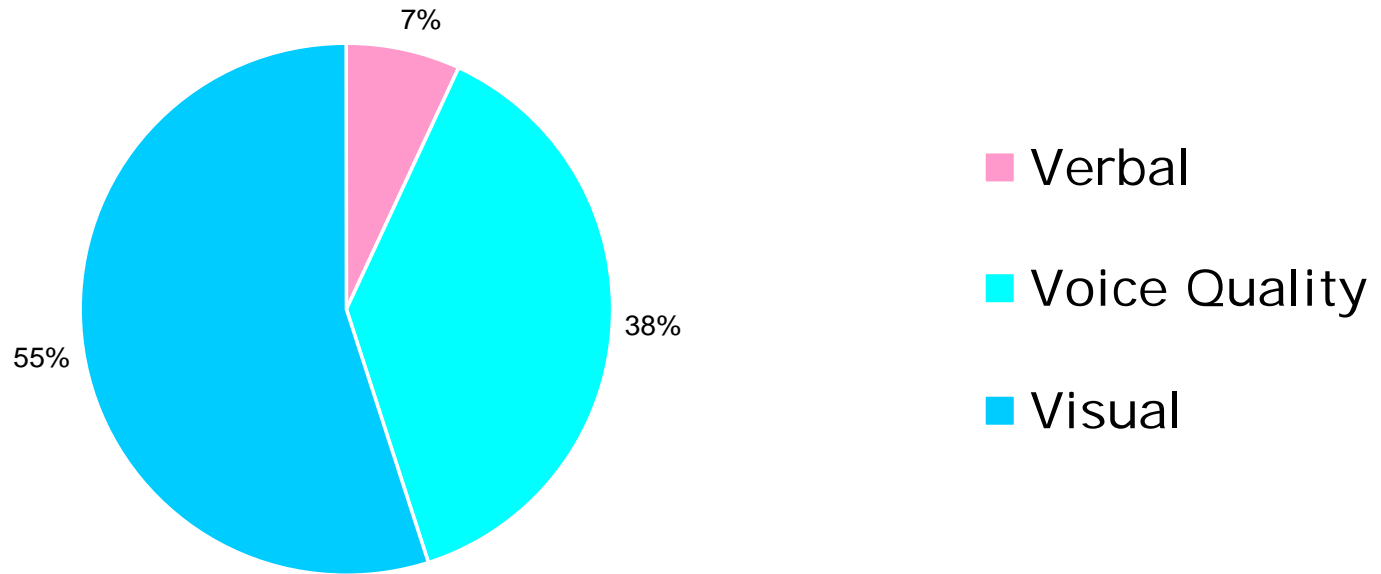
Prepare for the Interview

- Learn about the firm / institution
- Learn about your interviewers' research
- Anticipate interviewers' questions
- Identify your own questions
- Read recent issues of *Science*, *Nature*, etc.

Part 2: Interviewing

- Telephone interview tips
- Face-to-face interview tips
- Possible interview topics
- Focus: behavioral interview questions & answers

Your Message



Information from: www.kaaj.com/psych/ (website of Albert Mehrabian, Ph.D., Prof. Emeritus of Psychology, UCLA)

Telephone Interviewing

Logistics

- Use a landline, if possible
- Keep a list of employers / position / names nearby
- Make an appointment
- Reduce noise: use a quiet place; turn off call-waiting
- Have job description & your own application at hand
- Dress for the phone interview

Telephone Interviewing

Interacting

- When answering, be happy for the call
- Show enthusiasm in your voice when appropriate
- If you're thinking of an answer, and there's a pause:
Sorry, I'm just thinking.
- If connection is bad or the interviewer talks too fast:
Sorry, I didn't quite understand that.
- Smile

Face-to-Face Interviewing

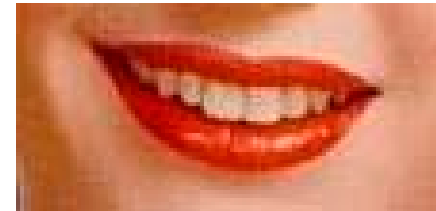
Make eye contact



Keep your hands calm



Smile



Dress

- **Probably not the “Lab-Look”**
- **And not “OK for Everyday”**
- **Yet not too extraordinary**
- **Needn’t be “Corporate Formal”**

Interview Topics

You should:

- Show interest in your interviewers' research

You may also want to ask interviewers about:

- Directions in which they see the firm / dept. going
- What a typical work-day in that job would be like
- Whom you would directly report to
- What they themselves can say about working there
- The space where you'd be working
- The amount of collaboration among the faculty
- Teaching facilities

Interview Topics

Interviewers may ask you to:

- Explain why you want to work at that firm / institution.
- Explain your experience & how it fits the job / employer.
- Demonstrate thinking skills and originality:
Given research question X, how would you tackle the issue experimentally?
- Describe a topic for your first grant proposal.
- Describe how you see your research program in 5 years.
- Describe potential projects for students.

Behavioral Interviews

“Someday soon you will sit across from an interviewer who wants to know more about your interactions with certain people and events than he does about your thesis or research experience.”

Dave Jensen,
Managing Director
Search Masters International

“First Encounters
With Behavioral Interviewing”
In <http://sciencecareers.sciencemag.org>

STAR Stories

Situation

Task

Action

Result

Further Help: Resources

Books:

- *The Chicago Guide to Landing a Job in Academic Biology*
by C. Ray Chandler et al.
- *Career Opportunities in Biotechnology & Drug Development*
by Toby Freedman

Websites:

- www.vpul.upenn.edu/careerservices/gradstud/samples/
- http://sciencecareers.sciencemag.org/tools_tips

Further Help: Job Sites

More Academic/Research-Oriented

- <http://sciencecareers.sciencemag.org> (worldwide)
- <http://www.nature.com/naturejobs/science/> (worldwide)
- <http://www.scholarshipnet.info> (worldwide)
- <http://www.findapostdoc.com/search> (worldwide)
- <http://www.findauniversityjob.com/firstmain.asp> (UK)
- <http://www.jobrapido.co.uk/?q=postdoc%20england> (UK)
- <http://www.unijobs.com.au/> (AUS)
- <http://www.academic360.com> (USA, CAN, AUS)
- <http://www.postdocjobs.com> (USA)
- <http://www.phds.org/> (USA)
- <http://www.higheredjobs.com> (USA)

Further Help: Job Sites

More Industry-Oriented

- www.newscientistjobs.com (worldwide)
- <http://www.biospace.com> (worldwide)
- <http://www.eurobiojobs.org> (Europe)
- www.jobs.ac.uk (UK, others; incl. “commercial” posts)
- http://www.asmcareerconnections.org/home/index.cfm?site_id=756 (American Society for Microbiology) (USA, some others; incl. some academic posts)
- <http://jobboard.ascb.org> (American Association of Cell Biology) (USA)
- <http://www.ispe.org/joblists> (International Society for Pharmaceutical Engineering) (USA, others)
- www.indeed.com (job-posting aggregator) (worldwide)
- www.simplyhired.com (job-posting aggregator) (world)
- www.seek.com.au (AUS)



Thanks!
And Good Luck
Getting that Job!