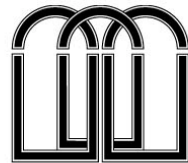


How to find, apply for, and get a job or internship

Presented by
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CAREER PLANNING & RESOURCES
February 2010



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Overview

- Tips for finding a job in the US
- How to build relationships to get you the job
- Resume and cover letter writing tips
- Interview tips

Find a US Job: 5 tips

1. Use databases and big, boring looking books
2. Find your niche
3. What's non-negotiable?
4. Step away from the computer
5. Be your own advocate

Job search essentials

- The single most important thing to focus on in your job search:

Networking

(ie, get out from behind the computer and talk with real human beings!)



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Find the experts

- Professors/family/friends
- LinkedIn
- Life Connections
- Facebook
- Professional Associations
- Informational interviews

What skills are important to highlight?

What are the most popular job resources in this field?



What do you say?

1. How you found them.
2. What makes them an “expert”? What is it about them that you connect with?
3. What, specifically, do you want to learn?
4. Ask questions that will lead you to action.
5. What shouldn't you ask?
6. Remember: Every interaction is potentially an interview; *always* be professional.

Resume Step 1—Brainstorm

- Write your “Burrito Resume”
- Which are relevant for the position you’re applying for?
- Write descriptions using:
 - Action words (organized, documented, etc.)
 - Accomplishment statements
 - Quantifiable statements, when you can

Resume Step 2—Organize

Step 3--Target

Communication
Teamwork
Initiative
Work Ethic
Analytical Skills

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EDUCATION

Scripps College, Claremont, CA

Bachelors of Arts in Psychology, Minor in Economics

- 3.6 GPA, Dean's List Fall 2008 – current
- Honors Thesis: *Transition in Management: The Changing Role of Women after College*
- Study Abroad: American University Center of Provence, Aix-en-Provence, France

Expected May 2010



NON-PROFIT EXPERIENCE

Lyric Opera

Development Intern, Chicago, IL, 5/2009 – 8/2009

- Prepared proposals and grant reports to support donor stewardship.
- Supported board growth through outreach to potential new members.
- Participated in weekly development meetings and assisted with events like Overture Society Luncheon, Fantasy of the Opera, and Wine Auction.
- Edited various portions of new content for Lyric Opera website.

Scripps College – Challah for Hunger

Program Associate, Claremont, CA, 8/2007 - Present

- Coordinate design and production of marketing materials to raise awareness of and support an organization that has raised over \$10,000 benefiting refugees in Darfur.

MANAGEMENT EXPERIENCE

Scripps College – Resident Life

Resident Advisor, Claremont, CA, 8/2009 - Present

- Provide a safe and supportive living environment for 80 residents.
- Facilitate conflict resolution, mediate disputes and respond to unexpected emergencies.
- Coordinate 6 programs a semester with a limited budget.
- Maintain a professional relationship with 15 coworkers and 4 professional staff members.
- Serve as liaison between students and administration



Writing a Cover Letter

Header

A

October 27, 2009

Ms. Tamera Jackson
Howard Hughes Medical Institute
UCSD Leichtag Biomedical Suite
9500 Gilman Drive
La Jolla, California 92093-0646

Dear Ms. Jackson,

B

Sir Cyril Herman Hinshelwood once said, “[science is] an imaginative adventure of the mind seeking truth in a world of mystery.” That same desire inspired me to major in Biology and delve into scientific research early on. Howard Hughes Medical Institute’s quest for knowledge on the fundamental aspects of human life and to advance biomedical research and science education are of particular interest to me and I am excited to submit my resume for the Research Technician I position posted on your website. I would be an excellent contribution to your institution because we both aspire to understand the living world and work as a team to uncover the answers to the questions that will lead us there.

C

D

Working in my advisor’s research laboratory for the past three years and in my upper division laboratory courses, I have acquired many of the skills required for this position, such as DNA extraction/purification and PCR. As a senior research student and a



Preparing for the Interview

- The most important thing you can do before an interview is RESEARCH
- Research the company
 - Website (company & division)
 - Industry guides; what are interviews in this industry like?
 - People you know
 - Who are their competitors?
 - Mission/Vision Statement
 - A good job description for the position you're applying for*

Why are you a good fit?

- Create a “Story Bank”

Story Bank	
Skill	Story
Communication	
Initiative	
Teamwork	

Anticipate the “Standards”

- Tell me a little about yourself.
- What do you know about our company?
- Why do you want to work for our company?
- Why do you think you would be a good fit with our organization?
- Why do you think you would be good at this job?

Illegal Questions

- Citizenship, age, religion, marital status, disabilities, arrest records
- You can go ahead and answer, answer the concern behind the question, or refuse to answer altogether



Non-verbals

- Body language
- Firm, but not killer, handshake
- Project confidence and professionalism
- Eye Contact
- What to wear?
- Send Thank you immediately!

Questions?

Use your campus career center



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