

Resumes, job hunt, interviews and more

How to navigate through the process

Essential Questions for You

- 1. What do I like to do
 - Clinical Research
 - Basic Research
 - Public Health
 - Medical writing
 - Education
- 2. In what kind of environment do I envision myself
 - Medical Research Institution, like CUMC
 - Non-Profit Organization – Ex?
 - Government – NY Department of Public Health
 - More

Beginning the process

- Fine tuning curriculum vitae and resume
- Networking
- Job sites
- Work on interviewing skills

Curriculum Vitae vs Resume

	CV	Resume
What is it?	A full list of your professional and educational history	A summary of your experience and skills for advertised position
How long is it?	Not important	1-2 pages only
When do you use it?	Academic, research in government and industry	Every other type of job outside academia and research
Do you include your publications?	A full list	rarely
How important is style and layout?	Style doesn't matter much; content is important	Style is important. Poor style can be liability
Should I modify it to match each specific job to which I am applying?	Not usually	Should adapt to fit each specific job to which you are applying.



Purpose of a CV or Resume

- The purpose of either the CV or Resume is to get an interview!
- It's usually the first thing about you that an employer sees



"I want my résumé to be the one you remember. It's also available as a music video, interpretive dance, and a haiku."

General guidelines for CV and resumes

- Readability. Don't make the reader work.
- Most important elements (relevant to the position) should be the most prominent.
- Distinguishing items with font and formatting differences. But don't overdo it.
- Amount of white space should be good visually, but more important that all material can be included.
- Design for maximum information with fewest words, presented most readably.

CV – format

- **Heading/Contact Information**
- Name
- Street address, city, state and zip code
- Telephone number with area code
- E-mail address
- **Education**
- College name
- Location
- Degree working toward (or attained)
- Major
- Dates attended

CV – format

- **Research Experience**

- Dates
- Location
- Title of the research project, if possible
- Supervisor/mentor name - if different that head of lab make sure to list lab head name too
- You may provide a brief description including the general type of techniques used ex. molecular, biochemical, genetic, bioinformatics, other - combinations are fine to list.
- Examples of research experiences to list:
 - thesis
 - Any other research experience, including independent study or volunteer work in a lab

- **Teaching Experience**

- Dates
- Location
- Class name or subject
- Examples would be tutoring or being a teaching assistant

CV – format

- **Research Techniques**
- List the techniques used for research or learned in a course.
- It might be useful to divide them into two categories?????. If you have done the technique only once or twice (for example in class lab) and do not feel comfortable problem solving the technique, list it under "somewhat familiar".
- **Publications**
- Provide the full reference if already published. If in progress or submitted, make that clear.
- Bold **your name** in the list of authors.
- **Scientific Meetings/Presentations**
- Title of meeting or conference, for both those attended and at which a presentation was done.
- Abstract title if presented a talk or a poster, *in italics*.
- Year of the meeting date, in parentheses.
- Examples are Sigma Xi poster session or Summer Symposium presentation.
- **Other Experience**
- List any other types of work or volunteer experience.
- Confine to jobs where you had a fair amount of responsibility.
- Briefly describe your duties.
- **References (minimum of three professors and research supervisors)**
- Name
- Department and Institution
- Street address, city, state and zip code
- Telephone number with area code
- E-mail address

Two general types of résumés

- Chronological résumés
 - . They list your work experience in chronological order.
 - . Chronological résumés are useful for demonstrating a pattern of working, especially if you are continuing in a general profession or field. They emphasize progression and a steady history of work.
- Skills résumés
 - Skills résumés categorize your experience under several key skills areas: the skills needed for the job you are seeking
 - Skills résumés emphasize marketable skills and can be more useful for people making career changes or for people who have worked off and on for some time.

GENERAL INFORMATION

- Your resume can be as long as it needs to be. It does not need to be confined to a single page, but should still be very concise. 1-2 pages is best, 3 pages may also be acceptable if you have unique, specialized and/or extensive research experience.
- Within each section, each item should be listed in reverse chronological order, that is, the most recent experience or award first.
- The most common sections are given below.
- Avoid heavy paper, as plain white paper is fine.
- Avoid fancy or tiny fonts.
- Always include a cover letter with your resume.



Basic Parts of a Résumé

- There are some sections of your résumé that may appear identical to your CV. Other sections will be much different.
- **Name and Address:**
 - name, address, phone number, fax number, and e-mail address should be centered at the top of the page, big enough to read easily. Use your name as header on the second page.
- **Statement of Professional Objective:**
 - Objective statements are a common part of most professional résumés but are rarely if ever found on a CV. As its name suggests, an objective statement is a one-sentence statement of what YOU are looking for. The objective statement tells the employer what type of position you are seeking, where you want to work, and what aspect of the field you are interested in.
 - Employers use summary statements to weed out the clueless from the savvy.
 - You cannot rely on your résumé alone to speak for your qualifications and career goals; you must articulate them at the beginning.
 - Applicants who have carefully researched the job for which they are applying will be able to describe clearly and succinctly why they are applying for the position.
 - An objective statement must strike the right balance between breadth and specifics. THIS doesn't work! "Applicant desires a challenging position utilizing her skills and experience with the opportunity for advancement".

Basic parts of a resume, cont'd

- Examples of Objectives
 - "Challenging position as computer programmer or analyst incorporating skills in numerical analysis, resource management, and land-use policy"
 - "Desire position in management-consulting organization requiring outstanding verbal, analytical, and teamwork skills"
 - "Position as analytical chemist in semiconductor manufacturing company, specializing in transmission electron microscopy"
- Each of these clearly states the applicant's goals, and some have even summarized a few of the applicant's abilities. As you can see, in order to construct a good objective statement, you have to have a specific objective in mind. And that requires researching the jobs for which you are applying.

- **Summary Statement:**

- Some résumés also have a summary statement, which is another brief (one or two sentences) description of the applicant's most important qualifications.
- These usually include the most important skills for the job in question, years of experience in field, credentials, or areas of specialization.

- **Education:** The educational background of research-trained scientists is usually outstanding on paper.

- Put education right under the Objective/Summary statements (if any). Put information such as "graduated cum laude" in this section, but put other academic and related awards in a separate section.

Education section of resume

- Name of institution (Ph.D., master's, undergrad)
- Location of institution and Year of graduation
- Department or major (or dual majors) and academic honors (i.e., cum laude, etc.)
- Any professional certificates or accreditations or minors
- Do *not* bother putting in:
 - The titles of your theses (that might go in work experience but only if applicable)
 - The name of your adviser
 - Your GPA (if it is requested, often along with GRE/SAT scores; list it/them separately)
 - Your high school



Work experience - resume

- **Experience/Work Experience:**
 - list three to five experiences/jobs that highlight the set of skills that is most desirable to the employer
 - Each of these items should list the following first as a heading:
 - Job title, Name of the organization, Location (city, state) of organization, and Time of employment in years – all on one line, in bold.
 - Detail specifics of job using quantifiable measures of what you did.
 - Ex: "taught introductory laboratory chemistry to 23 students."
 - Use *action verbs* in an active past or present tense.
 - Ex: "maintained and operated x-ray fluorescence spectrometer; trained and certified 44 students over 3 years."
 - By using action-rich verbs and numbers, you highlight your accomplishments in quantitative ways.
- Since you are all in graduate school, your school research experience may be the first and biggest item, but it shouldn't be the only one.
 - Teaching experience can look good as a separate category
 - Summer work for companies or part-time work done while in school
 - If you did something particularly notable in college, that can go in, especially if your work experience is limited.



Other sections and what not to include

- **Other sections:**

- particular skills, such as foreign language or computer skills if you have not already mentioned them in your description above.
- Honors and awards – if they show something valuable about you
 - Include relevant years, a brief description may be helpful if award not self-explanatory
 - Competitive fellowships (ex. Keck/Eaton/Mellon Summer Research fellowships) Dean's List, Honor Roll
 - Honor societies (ex. Phi Beta Kappa; Sigma Xi)
 - Thesis awards, other awards
 - High school honors

- **What not to include:**

- personal information such as hobbies and the like.
- date of birth, your marital status, the number of children you have
- salary requirements.

- **References:** References, if requested, should be listed on a separate page with their full name, job title, place of employment, relationship to you, full address, phone number, fax number, and e-mail address.



Cover Letter

- Short and powerful - 3-4 paragraphs
- One page
- Important:
 - **Appearance** – good paper, font, etc.
 - **Format:**
 - Paragraph 1: introduce who you are and where you work
 - Paragraph 2: describe one of your most appropriate accomplishments
 - Closing paragraph should suggest some sort of action or describe your availability to interview.
 - **Content:**
 - Read the ad carefully and specifically identify something in your background or in one of your achievements that best relates to the company's issues

What do employers want?

- It is similar to what the mentors will look for.
 - Technical skills
 - Writing and speaking experience
 - Personal characteristics—collaboration, communication, etc.
-
- WORK TO FILL THESE GAPS DURING THE THESIS WORK

- Essential CONTENT elements of CV/résumé (not in required order):
- Contact info – name, phone number, email, current and permanent residence
- Educational background – school with City, State, level of degree, major/minor
- Employment – with focus (more detail) on related jobs, if any. Sometimes important to
 - demonstrate continuous employment.
- Skills – may be very important piece. Think broadly re skills:
 - WHAT SKILLS CAN WE LIST THAT ARE LIKELY OF VALUE?
- Honors – if they show something valuable about you
-

Strategies for finding job

- 1. Decide your ideal place of employment and write directly
- 2. Institutional Job sites
- 3. Through your mentor and IHN networking
 - If a speaker is doing something that you are interested in – reach out, contact, let them know you are interested.
 - Attend career night, job fairs, seminars, etc
- 4. Through internships and volunteer positions
 - If possible during your year at IHN

Determine your objective

- What sort of job do you want
- What skills and experience are needed for the job
- Structure the rest of your resume around the objective

Example:

- Objective: To find a position in a clinical research laboratory in an academic medical center

Good Websites

- http://sciencecareers.sciencemag.org/career_magazine
(Science Career Magazine)
 - A wealth of information and resources on a variety of careers
 - Job advertisements
 - Advice
 - Grant information
 - Columnists writing about issues related to young scientists (for example,
http://sciencecareers.sciencemag.org/career_development/previous_issues/articles/3570/mind_matters_index)

Examples of Writing Careers

- Science writing and journalism
- Medical writing
- Medical editing
- Research journal editing

Job interviews can be intimidating!



- Be prepared!
- Research the Institution
- Understand the job description
- Know how your skills will fit the job
- What else do you bring to the job?



Be sure that your skills fit the job description and tailor your resume



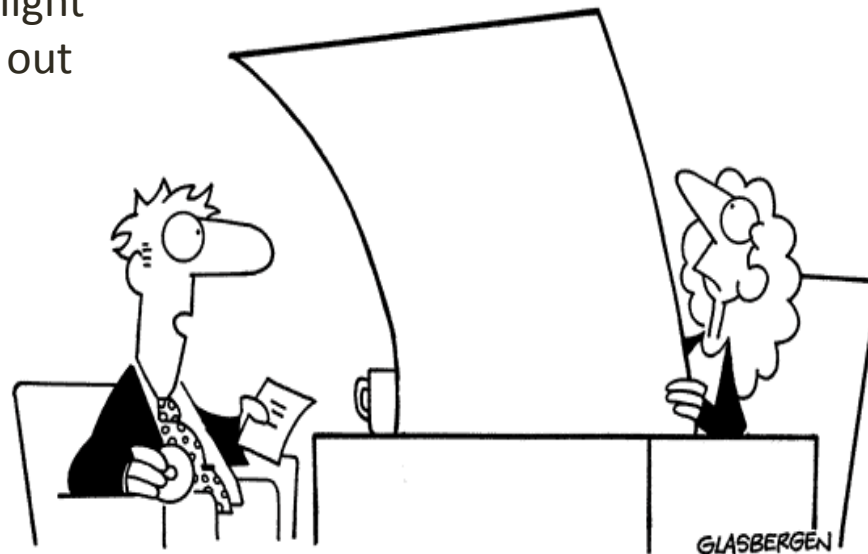
“Right now we have openings for a beach lifeguard,

Be sure that your resume fits

Be sure to add things that highlight your skills and make you stand out

Style is important!!

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Job Interviewing Tips

- 1. Do your research on the institution, job and person if possible.
- 2. Job Interview Body Language Tips
- **Keep Soft Eye Contact**
- If you're interviewing in the U.S., try keeping soft eye contact, because avoiding someone's eyes is seen as a sign of lying. However, if you keep a very strong eye contact, you may weird people out. Remember to use *soft* eyes.
- **Avoid crossing your arms**
- Conventional wisdom tells us that crossed arms mean the person is closed to whatever is hearing or seeing. So even if you get cold, avoid crossing your arms during the interview.
- **Develop a Confident Handshake**
- Ask a friend to help you determine if your handshake is too limp or too strong. A limp handshake may be perceived as weak. A pulverizing handshake may be seen as dominant. Aim for a confident mid-strength handshake.
- If you prefer to speak in a **low volume**, you may see it as considerate. Others may see it as a sign of insecurity. If you prefer to **speak loudly**, you may see it as energetic, while others may see it as boisterous and possibly intimidating. Voice volume is totally under your control, you decide what level you use when.
- Your **tone of voice** is a great predictor of your mood: pessimistic or optimistic. When preparing for the interview, fill your head with positive thoughts, they will be reflected in your voice and overall demeanor.
- **In Conclusion**
- More important than your job interview body language, it's your **frame of mind**. Rather than getting too focused on reading and giving nonverbal cues, focus on the information you are verbally exchanging.

More references

- Refs <http://www.people-communicating.com/job-interview-body-language.html>

Websites for job ads — (need to fill in with links to medical centers in tri-state area)

- Websites

Linkedin

Careerbuilder.com

<http://www.cumc.columbia.edu/hr/>

<http://mskcc.hodesiq.com/careers/default.asp>

Ex: Research Project Coordinator - Multicenter Trials Core

- As an integral member of the research team and in compliance with all regulatory, institutional, and departmental requirements, performs data collection, quality control and data analysis for research projects, databases, and research protocols within MSKCC. Responsible for data management activities and for data accuracy and integrity associated with clinical research within the disease management team and/or service specific level. Participates in special projects and task forces as determined by management. High school diploma with 3-4 years of MSKCC clinical research experience. A minimum of 2 years experience with Bachelors degree and a 1 year with Masters. Experience in a clinical research and/or applicable research investigation. Must be willing to travel. Relevant graduate work would be considered in lieu of minimum experience. Must have comprehensive knowledge and understanding of the regulations pertaining to human subject protection. Must have strong communication skills with ability to interface with internal and external stakeholders, time management and prioritization skills; must be a self-start with the ability to be responsible for multiple projects. Must be flexible. Monday-Friday 9-5 MSKCC is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply. We offer an excellent salary and comprehensive benefits, including tuition reimbursement. Please visit our website at www.mskcc.org/jobs and apply on-line.