



# Graduate Student Planning Guide



## Non Academic

**Non-Academic Job Search Guide  
Table of Contents**

The Non-Academic Job Search.....	3
What's Holding you Back?.....	4
Job Search for Graduate Students.....	6
Selected Skills Employers Value.....	7
Finding Your Fit.....	9
Challenges Ph.D.'s May Face and How to Combat Them.....	10
Curriculum Vitae Versus Resume.....	11
Action Verbs for resumes and cover letters.....	12
Resume Outline.....	13
Chrono/Functional Resume Outline.....	14
Sample Resumes.....	15
<i>Biomedical engineering, Ph.D.</i> .....	15
<i>Biology, Ph.D.</i> .....	17
<i>Physics, MS</i> .....	18
<i>Materials Science and Engineering, Ph.D.</i> .....	19
<i>Cognitive Psychology, Ph.D.</i> .....	20
<i>Social Ecology, Ph.D.</i> .....	22
Cover Letter Hints and Suggestions.....	24
Sample Cover Letter.....	25
Typical Professional Interview Questions.....	26
Questions to Ask a Potential Employer.....	27
What's Your Networking Quotient?.....	28
Network Your Way to a Career.....	30
Evaluating Company Benefits.....	31
Negotiation: Factors to Consider.....	32

## The Non-Academic Job Search

There are 2 types of graduate students looking for work in business and industry. The first group consists of those who have always intended to work in this sector. The second group consists of people who initially wanted an academic career, but have now decided to look for a career in business and industry.

### Group 1

The exercises in this section will probably be easy for you since you have most likely thought of many of these issues before. The advantage to completing all the exercises is that it focuses your thinking and helps you solidify your ideas. Also, committing your thoughts to paper helps you identify gaps in your logic or planning that may be roadblocks to your success. So even if you're sure you know what you want, it never hurts to do some self reflection. The work you do here will be invaluable as you prepare for your job search and interviews.

### Group 2

The exercises in this section may be more challenging. Perhaps you haven't given much thought to a career outside academia. You may think you have few or no transferrable skills. These exercises are designed to lead you through the process of discovering your interests and transferrable skills, identifying careers that fit these interests and skill sets, and learning how to effectively "sell" yourself during an interview. If you find yourself struggling and are having a difficult time figuring out how to adapt yourself to business and industry jobs or just aren't sure what to do, then call a career counselor and come in for a personal appointment. **We can help.** At the Career Center we offer assessments which may help you solidify your thinking process and direct your focus to careers that fit your interests. Or, sometimes it just helps to talk to someone about how to rewrite your CV as a resume and how to describe your background in terms that make sense to business and industry professionals.

All graduate students looking for non-academic jobs can benefit from personal career counseling sessions and from the workshops designed specifically for students entering

business/industry jobs. Call (949) 824-6881 for an appointment and go to our website [www.career.uci.edu](http://www.career.uci.edu) and click on ZotLink to view the workshop schedule.

## What's holding You Back?

If you are in Group 2 and your reason for leaving academia is more about the lack of available academic jobs and less about a conscious choice to pursue another career, your transition will require much soul searching. Before you can launch a successful non-academic job search you need to do an effective self search. If you feel like you are being pushed out of the ivory tower, rather than choosing to leave, this process may be very difficult for you. You may be feeling anger, betrayal, and rejection by the system you believed in. You need to address these issues and examine any false beliefs that might be preventing you from being fully present in your job search. Below are some issues that might be holding you back.

### **Fear of Rejection**

When you enter a Ph.D. program you become singly focused on pleasing and getting the approval of your advisor. This approval is so critical that many Ph.D. students lose their self identity trying to become the person their advisor wants them to be. They become so invested in the process they define themselves by their success in the process and believe everyone else is judging them by the same standard. And success in the process is getting a tenure track job at an R1 institution. There is often little to no support for Ph.D.s who decide to pursue non academic jobs. When you choose a different path, you face being rejected and cut off from further support. Some advisors disown students who choose to pursue non-academic career paths.

Unfortunately the non-academic world may also reject you. There are many negative stereotypes about Ph.D.s commonly held by people in the “real” world. While it is often hard for Ph.D.s to identify their transferrable skills, it is equally hard for those outside to see the benefits of having a Ph.D. And outside of an academic environment, experience is more important than education.

### **Fear of “Reality”**

Many people make a distinction between the academic world and the “real” world. People in the academic world often speak ill of those on the outside even though those same people have had little work experience outside. In part, this may reflect a fear of the outside. Sometimes we operate under false assumptions of what the “real” world is like and that can prevent us from exploring all available options. There might be other venues where you can do what you love, but you have to seek them out. You might also need to do some self assessment to identify where your interests lie. If you always wanted to be a college professor, you probably haven't given much thought to what else you might enjoy.

**Fear of Losing Identity**

You prepared for so long to be a professor. Every thought, every action, every waking minute was spent preparing for your life as a professor. When you have imagined yourself in one role for the 5-10 years it takes to earn a Ph.D. it's a challenge to give it up. You have to answer the question "If I'm not a professor then who am I?"

**Fear of Sacrifices**

You're already highly educated in one area, but lacking knowledge, skills and abilities in another. In some cases you might need even more education to become marketable. There is often resistance to this option. It is not unusual to feel you're smarter than everyone else, so why should you have to get another degree or more training?

Also, in an academic environment you have more perceived freedoms—academic freedom, more control over your work hours, free time and summers off. You're used to working with little supervision, and being your own boss.

**Fear of Making the Wrong Choice**

Your first non-academic job might not be your ideal job, but remember it won't be your last job. You can try it on for size. If it doesn't fit, then move on. Your first postacademic job may simply serve the purpose of giving you credibility in the business world. Maybe it's just a means to an end, as you learn more marketable skills.

**Fear it Won't Work/Total Pessimism**

Graduate school beats you down. Many graduate students suffer from depression in addition to a combination of lack of self esteem coupled with a sense of superiority. You may have defeatist tendencies due to prior conditioning that need to be explored and then eliminated.

All of the above fears serve as obstacles getting in the way of you finding career satisfaction. And it doesn't have to be this way. You can learn ways to effectively deal with these and other obstacles by reaching out to others. You can seek assistance from people whose opinions you value, career counselors and personal counselors/coaches to help you develop strategies for dealing with particular obstacles.

## Job Search for Graduate Students

1) **Research self**--As they relate to your choice of career and/or the job search...

A) What are your priorities and values?

List: \_\_\_\_\_  
\_\_\_\_\_

B) What are your personality traits and preferences?

List: \_\_\_\_\_  
\_\_\_\_\_

C) What are your interests?

List: \_\_\_\_\_  
\_\_\_\_\_

D) What transferable and discipline specific skills do you possess, what examples illustrate your competency?

*List at least 2 transferable skills with an example for each.*

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

E) What skills have you gained and what accomplishments have you achieved via various graduate school and other experiences?

*List at least 2 skills*

1. \_\_\_\_\_

2. \_\_\_\_\_

*List at least 2 accomplishments*

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

## SELECTED SKILLS EMPLOYERS VALUE

Marketing yourself outside academia means selling the “skills” you acquired in graduate school and from other experiences. Employers seek people with certain skills they believe are essential to a successful workforce. You developed many of these skills in graduate school. **Communication Skills—listening, written and verbal**

- Convey complex information to non-expert audiences
- Write at all levels: brief abstracts to manuscripts
- Editing and proofreading
- Give presentations to large and small groups
- Use logic to persuade others
- Listen carefully and respond appropriately

### **Interpersonal Skills**

- Effectively manage complicated personalities
- Be flexible in the face of changing circumstances
- Express differences in nonjudgmental ways
- Adapt to cultural differences in communication styles
- Create a supportive work climate

### **Research /Analytical Skills**

- Locate and learn new information rapidly
- Synthesize large amounts of complex content
- Think on one’s feet
- Reach and defend independent conclusions
- Problem-solving tools and experience
- Intellectual maturity
- Acquire funding and write successful grant proposals

### **Leadership/Management Skills**

- Work interdependently and in self-directed manner
- Delegate tasks

- Provide effective feedback
- Navigate complex bureaucratic environments
- Thrive in a competitive environment

### **Teamwork**

- Facilitate group discussions or conduct meetings
- Build consensus
- Take on multiple roles to facilitate group process
- Motivate others to give their peak performance
- Effectively mediate group conflicts

### **Planning/Organizing/Project Management**

- Design and complete a project in a timely manner
- Manage multiple projects simultaneously
- Prioritize tasks
- The ability to close the deal
- Work under pressure to meet deadlines
- Focus, Tenacity, Stamina, Discipline

**2) Research Career Options**

A) What kind of work are you looking for? Functions, Field(s) of Interest, Sample Job Titles.

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

B) Where do you want to work? Industries/Prospective Work Settings.

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

C) What is the salary range for your chosen fields/careers?

- Ranges for each: 1. \_\_\_\_\_ 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

D) What is the employment outlook for your field?

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**3) Make decisions, goals, and plans**

A) What career(s) is/are the best match(es) based on your priorities, values, personality traits and preferences, interests, skills and accomplishments??

Best matches: \_\_\_\_\_

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B) What is/are your immediate career goal(s) (Plan A)?

Immediate Goal(s): \_\_\_\_\_

---

C) What is your Plan B for your immediate goal(s)?

Plan B: \_\_\_\_\_

At what point would you activate plan B?

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D) If your immediate goal(s) is/are different than your long-term career goal(s), what is/are your long-term career goal(s)? \_\_\_\_\_

## Finding Your Fit

### **If you like research**

Research and development  
Market research  
Product development  
Corporate finance  
Systems analysis  
Marketing operations

### **If you like teaching/education**

Educational administration  
Academic advising  
Training and development  
Student services  
Teaching K-12  
Product training and support

### **If you like writing/creating**

Journalism  
Corporate communications  
Public Relations  
Speech writing  
Graphic design  
Broadcasting

### **If you like helping people**

Personal development  
School psychology  
Counseling  
Diversity management  
Employee labor relations  
Recruiting  
Mediation  
Technical support (IT)  
Travel and tourism  
Community Development  
Social Work  
Customer Service

### **If you like managing people**

Consulting  
Organizational development  
Government relations  
Office management  
Facilities management  
Project management

### **If you like persuading others**

Sales  
Advertising brand management  
Campaign management  
Promotions  
Direct sales  
Purchasing

### **If you like working with technology**

Database management  
Network administration  
Programming  
Quality assurance

### **If you like making things**

Engineering  
Production  
Manufacturing and production  
Software development

### **If you like managing things**

Logistics  
Distribution  
Supply chain management  
Software/hardware administration

# CHALLENGES PH.D'S MAY FACE AND HOW TO COMBAT THEM

People outside academia hold stereotypes which create challenges for Ph.D.'s who want to enter business and industry. Understanding what to expect and how to counter these challenges is crucial for you to successfully present yourself and shape your job search materials as you pursue your career.

Think about these challenges when writing your resume and practicing for job interviews—they will help you proactively present your Ph.D. as an asset, never a liability, to an organization.

## **1. You Want to Start at the Top**

In business, relevant experience is more valuable than education.

Allay fears you want to be the boss.

Avoid talk of quick advancement.

**2. Ph.D.'s Have Book Smarts, but Lack Street Smarts** Demonstrate practical applications of your knowledge.

Use examples to show how you relate to nonacademic audiences.

Stress ability to learn new skills and information efficiently and effectively. **3. You Lack the Skills Necessary for**

**Success in a Business/Industry Job**

Highlight your transferable skills. Show your competitive drive in securing fellowships/grants from national funding sources.

Emphasize your collaboration with national/international experts in your field.

Discuss how you trained others to develop the types of skills most prized by organizations.

Stress that earning a Ph.D. is more than a 40 hour a week job. Explain how you must define your own project, timeline, secure resources and get approval from higher-ups. **4. You**

**“Failed Out” of the Academic**

**Job Market Now, but Will Go Back Later**

Emphasize business/industry is your first choice.

Show how your career goals fit best with industry.

Demonstrate knowledge of organization and how you see yourself contributing. **Get** an internship in a related field to gain experience.

5. We'll Have to Pay You More

Dispel their belief that academics earn huge salaries. Explain you expect the pay range to match your skills and experiences (just as someone would without a Ph.D.) **Focus** on your achievements and specialized skills as your value added.

**6. Ph.D.'s Aren't Like “Normal” People**

Consider your vocabulary, eliminate jargon and acronyms, even when asked to describe your academic work. **Emphasize** ability to explain complex information to lay audiences. **Develop** your interpersonal skills, **Demonstrate** how “normal” you are by being personable and conversant on topics unrelated to your studies and beyond.

**7. Ph.D.'s Can't Lead And Don't Work Well With Others** Discuss TA and RA positions as leadership/management. Frame your graduate program in terms of project management, problem solving and troubleshooting. **Stress** your ability to collaborate on projects and to work well alone and with others.

**8. Your Type of Ph.D. Is Irrelevant** Focus on your skills. Relate your background and experiences to similar tasks and duties you'll perform on the job.

## Curriculum Vitae (CV) Versus Resume

CV	Resume
<ul style="list-style-type: none"> <li>■ <b>Audience:</b> fellow academics or researchers in your field of study</li> <li>■ <b>When Used:</b> for academic positions and research positions in government and industry</li> <li>■ <b>Length:</b> highly flexible</li> <li>■ <b>Goal:</b> present a <i>full history</i> of your academic credentials; teaching, research, awards, and service</li> <li>■ <b>Focus:</b> representing your academic achievements and your scholarly potential</li> <li>■ <b>Contents:</b> full list of professional and educational history</li> <li>■ <b>Essential:</b> list of publications, presentations, teaching experience, education, training, honors, grants</li> <li>■ <b>Specificity:</b> CV's need less alteration to fit each specific job opening</li> <li>■ <b>References:</b> may be listed at the end of the CV</li> </ul>	<ul style="list-style-type: none"> <li>■ <b>Audience:</b> general audience of employer seeking to hire for a variety of positions</li> <li>■ <b>When Used:</b> positions in business and industry</li> <li>■ <b>Length:</b> 1-2 pages</li> <li>■ <b>Goal:</b> present a <i>brief snapshot</i> of your skills and experience that communicates your ability to perform the job you seek</li> <li>■ <b>Focus:</b> representing experiences: jobrelated, extracurricular and volunteer, accomplishments, and skills you've used</li> <li>■ <b>Contents:</b> summary of experiences and skills most pertinent to position</li> <li>■ <b>Essential:</b> skills and experiences related to the job you seek</li> <li>■ <b>Specificity:</b> resumes should be adapted to fit each specific job to which you are applying</li> <li>■ <b>References:</b> not listed on a resume</li> </ul>

A CV is the big picture you—a macro view of your life. In contrast, a resume is a few pixels taken from the big picture of you—a micro view of your life. Your resume is a marketing tool. Its purpose is to inspire those who read it to want to interview you.

Since most resumes get a very brief glance (8 seconds), only include the most important points. Resumes have their own language; they use short phrases, starting with a verb, to convey skills and experiences. You have demonstrated countless transferrable skills during your tenure at UCI, now you must translate your academic experience into professional terms business and non-academic people can easily understand. Try to quantify your experience as much as possible. Below is a guide for selling yourself to businesses.

## ACTION VERBS for Resumes & Cover Letters

### Leadership/Management

achieved administered assigned attained chaired conducted contracted consolidate  
 coordinated decided delegated developed directed enforced evaluated exceeded  
 executed founded implemented improved incorporated increased inspired launched  
 led managed motivated organized outlined oversaw planned prioritized  
 produced proposed recommended reevaluated rejected reported reviewed scheduled  
 spearheaded supervised surpassed

### Communication

addressed arbitrated arranged authored communicated corresponded counseled developed  
 defined directed drafted edited enlisted formulated influenced interpreted  
 lectured marketed mediated moderated motivated negotiated persuaded presented  
 promoted publicized published reported summarized spoke translated wrote

### Organizational/Detailed

activated altered assembled approved arranged catalogued classified collected  
 compiled completed described dispatched edited estimated executed gathered  
 generated implemented inspected listed maintained modified monitored observed  
 operated organized planned prepared processed proofread purchased recorded reduced  
 retrieved screened streamlined systematically

### Teaching

adapted advised clarified coached coordinated critiqued defined developed  
 enabled encouraged evaluated explained facilitated graded guided informed  
 initiated instructed lectured presented set goals stimulated taught tested  
 tutored updated

### Creative

acted applied composed conceived conceptualized created designed developed  
 directed established fashioned formed formulated illustrated instituted integrated  
 introduced invented originated perceived performed presented produced refined

### People Skills

advised aided assessed assisted  
 coached collaborated coordinated counseled  
 demonstrated diagnosed educated encouraged  
 facilitated guided helped inspired  
 maintained modeled referred r  
 represented supported rehabilitated

### Research

analyzed clarified collected conceived  
 critiqued detected diagnosed disproved  
 evaluated examined extracted identified  
 inspected interpreted interviewed investigated  
 organized researched reported reviewed  
 searched studied summarized surveyed  
 systematized wrote

### Technical

as d esigned devised engineered fabricated assembled  
 audited balanced budgeted calculated adjusted

### Financial

built calculated computed  
 allocated analyzed appraised

inspected	maintained	operated	overhauled	compared	computed	estimated	forecasted
programmed	remodeled	repaired	solved	projected	raised	reevaluated	reconciled
	trained	upgraded		researched		sold	

## Resume Outline

### **Name**

Address

Phone Number

City, State, Zip

Email address

**OBJECTIVE** The elements of an objective can include: the position you want, what tasks you want to perform, what skills you bring to the job, what type of organization you want to work for and the type of position you want (full-time, part-time, internship)

### **EDUCATION**

*Name of the school, degree received*

*Date of Completion*

Start with the most recent school and work backwards

### **PROFESSIONAL EXPERIENCE**

*Name of Employer, Job title, location*

*Employment Dates*

Use action words to describe what you did on the job. Remember to keep your transferable skills in mind and describe your work in a way that relates it to the job you want. This section should list each job you have held

*Start with the most recent job and work backwards*

**LANGUAGES** List any languages (with the exception of English) in which you are fluent, conversational, or can read/write

**PROFESSIONAL AFFILIATIONS** List any relevant organizations

**HONORS AND AWARDS** If they are competitive awards be sure to mention that. For example: Excellence in Teaching Award given to one graduate student each year.

**SPECIAL SKILLS** Any skills you have that are uncommon, technical, specialized knowledge.

**REFERENCES** Optional or available upon request

## Chrono/Functional Resume Outline

Name

Address

Phone Number

City, State, Zip

Email address

**OBJECTIVE** The elements of an objective can include: the position you want, what tasks you want to perform, what skills you bring to the job, what type of organization you want to work for and the type of position you want (full-time, part-time, internship)

**EDUCATION** List your degrees and where you obtained them

### **PROFESSIONAL EXPERIENCE**

**SKILL SET** Through your research and informational interviews, discover the skill sets necessary to be effective at the job you want. Under each skill heading use action verbs to describe the experiences you have had with that skill.

**SKILL SET** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SKILL SET** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** List the jobs you have held in the order you held them

**REFERENCES** Available on request

# Sample Resumes

## Rhu Yung

1 Ring Road  
Irvine, CA 92629

(555) 555-5555  
ryung@uci.edu

**OBJECTIVE** Full-time research and development position in pre-clinical, diagnostics, or research tool development team utilizing my comfort with new platforms and ability to solve complex problems.

### **EDUCATION** *University of California, Irvine*

**PhD.** Biomedical Engineering Summer 20XX

**M.S.** Biomedical Engineering March 20XX

### *Marquette University*

**B.S.** Biochemistry/Molecular Biology December 20XX

### **RELEVANT WORK EXPERIENCE**

#### **Flow Cytometry Consultant in R&D**, Clariant Inc, Aliso Viejo, CA June 20XX -Present

- Generated and validated SOP for flow cytometry research protocol.
- Collected and analyzed flow cytometry data for clinical trial patients.
- Communicated with others involved in clinical trial to coordinate sample receipt and data processing.
- Developed cost-effective protocols on other platforms.

#### **Graduate Student Researcher**

September 20XX – Present

Biomedical Engineering, University of California, Irvine

Developed three-dimensional co-culture model for screening anti-angiogenic agents.

- Completed numerous pre-clinical trials evaluating biomarkers and/or synergy between agents.
- Presented data at lab meetings and conferences. □ Completed grant proposals and fellowship applications □ Published primary journal articles and reviews. □ Instructed and advised undergraduates and fellows in research.

#### **Teaching Assistant**

Sept 20XX-May 20XX; Jan 20XX-Mar 20XX

Biomedical Engineering, University of California – Irvine

- Instructed various undergraduate biomedical engineering courses.
- Led discussions and adapted teaching to facilitate student's learning.

#### **Undergraduate Student Researcher**

August 20XX - May 20XX

Department of Chemistry, Marquette Univ., Milwaukee, WI

- Investigated the effect of the doping of tin oxides on crystalline width. □ Analyzed data and learned new techniques with little guidance.

## SKILLS

- **Protein methods:** protein electrophoresis and western blot, immunohistochemistry, flow cytometry, immunoprecipitation including coimmunoprecipitation, and ELISA.
- **RNA methods:** RNA purification and quantification, RT-PCR.
- **DNA methods:** DNA purification and quantification, gel electrophoresis, PCR, restriction enzyme digest and analysis, real time/quantitative PCR.
- **Cellular methods:** tissue culture and sterile technique, media optimization, lipid-based transfection and retroviral transduction, two- and threedimensional culture methods, magnetic bead and FACS sorting, tissue disaggregation and cell line isolation, cell viability and proliferation assays including XTT, thymidine incorporation, and ATP assays, and angiogenesis assays including Ac-LDL uptake and matrigel cord formation.
- **Computer skills:** Microsoft Office package, statistical analysis software such as Calcosyn, Prism, and Instat, Kodak Image station software and Adobe Photoshop, flow cytometry analysis software BD FACSDiva and FCS Express, and basic programming skills with Java, C++, and Matlab.

## ACHIEVEMENTS AND ACTIVITIES

- **Member** Biomedical Engineering Society (20XX-present), **president of UCI graduate student chapter** (20XX-20XX), **poster presentation** at annual meeting (20XX).
- **Member** American Association for Cancer Research (20XX-present), **poster presentations** at annual meetings (20XX-20XX).
- **Member** PanAmerican Society for Pigment Cell Research (20XX-present), **travel award** and **podium presentation** at 14<sup>th</sup> PASPCR meeting (20XX).
- **Member** American Society of Mechanical Engineers (20XX-present).
- **Guest lectured** graduate courses for courses “Special Topics in Biomedical Engineering: Introduction to Predictive” (20XX) and “Clinical Cancer” (20XX).  
□ Whitaker Foundation, **Fellowship** at UC Irvine (20XX).



# Arlene Anteater

555 Verano Place  
(949) 555-5555 Irvine, CA 92617  
[aanteater@uci.edu](mailto:aanteater@uci.edu)

## OBJECTIVE

Full-time R and D position in drug discovery team utilizing extensive research and molecular biology skills.

## EDUCATION

**Doctor of Philosophy, Biological Sciences**

**May 20XX**

University of California, Irvine

**Bachelor of Science, Biology**  
**(emphasis in cell biology and histology)**

**Dec. 20XX**

Saint Petersburg State University, Russia

## RESEARCH AND PROFESSIONAL EXPERIENCE

**Graduate Research Assistant**

**September 20XX-present**

University of California, Irvine

- Formulate, design and implement experiments to test hypotheses, collect and analyze experimental data for multiple concurrent projects.
- Write training grant proposals, reports, prepare 3 publications, present results at scientific conferences, departmental seminars and laboratory meetings.
- Identify *S. cerevisiae* retrotransposon Ty3 assembly sites as RNA processing bodies.
- Characterize retrotransposon and host molecular requirements for Ty3 assembly.
- Analyze subcellular localization, RNA and protein expression and transposition of Ty3 mutants in order to dissect retrotransposon functions.

**Staff Research Associate I**

**April 20XX- September 20XX**

University of California, Irvine

- Identified domains responsible for integrase subcellular localization.
- Trained graduate rotation and undergraduate students, assisted in their research.

**Laboratory Assistant II**

**August 20XX- April 20XX**

University of California, Irvine

- Investigated role of integrase in reverse transcription.

- Maintained lab stocks of reagents, oversaw radiation safety protocols, prevented radioactive contamination.

### LABORATORY SKILLS

- **Protein expression and purification:** bacterial and yeast transformation/protein expression/isolation, Bradford protein assay, protein electrophoresis (SDS-PAGE), Western blot analysis, silver stain; Ni-, **DNA methods:** DNA purification and quantification, oligonucleotide probe/primer design, PCR, sequencing, recombinant DNA cloning, restriction enzyme analysis, site-directed mutagenesis, Southern blot analysis including phosphorimage analysis, Q-PCR.
- **RNA methods:** RNA purification and quantification, Northern blot analysis including phosphorimage analysis,
- **Cellular methods:** yeast and bacterial growth curves, brightfield and DIC microscopy, fluorescence microscopy using RFP and GFP reporter fusions and RNA tags and immunofluorescence microscopy.

### TECHNICAL AND COMPUTER SKILLS

Adobe Photoshop, Quantity One (Biorad), Axiovision (Zeiss), statistical analysis software SYSTAT11 and SPSS.

### HONORS AND AWARDS

- Predoctoral Training Fellowship; National Institutes of Health (T32 Virology Training Grant AI07319).
- Graduate poster award 20XX; Biological Chemistry Department Retreat.

## Zehua Tang

83 Main St., Irvine, CA 92617  
(555) 555-5555; [ztang@yahoo.com](mailto:ztang@yahoo.com)

**Objective** To utilize my physics knowledge, programming skills and ability to analyze complex problems through joining a design and development group.

**Education** M.S., Physics, **University of California at Irvine**

June 20XX

B.S., Computational Physics, **University of California at Davis**

December 20XX **Skills**

- Proficient in C, C++, LATEX, UNIX Shells and familiar with Perl, HTML, Java.
- Comfortable with systems management in most Linux, Windows and Macintosh Platforms.
- Familiar with clean room procedures and scanning electron microscope (SEM) operation.
- Comfortable with the operation of CAD programs such as AutoCAD and SolidWorks.

### Work Experience

**Graduate Research Assistant, UC Irvine, Physics Department**

January 20XX –Present

- Familiar with the synthesis of rare earth metallic crystals and their characterization of magnetic and superconducting properties .

- Assisted with the setup and maintenance of Dr. Fisk's new lab at UCI including high temperature furnaces, cryogenic systems, powder diffraction X-ray systems and scanning electron microscope analysis.
- Performed laboratory research to examine complex problems and the results are pending publication.

**Teaching Assistant**, UC Irvine, Physics Department

August 20XX – January 20XX □ Instructed various undergraduate physics laboratory courses.

- Led discussion and laboratory sections to facilitate students' learning of complex materials and topics.
- Developed presentations for groups of 200 students of various knowledge and skill levels.

**Research Assistant**, UC Davis, Physics Department

January 20XX – June 20XX

- Learned to function cohesively in a diverse group setting through the analysis of applications to the MonteCarlo algorithm, both classical and quantum, through international collaborations.
- Utilized C, C++ and Fortran to optimize algorithms and code for use in high performance computing.

**IT Technician**, UC Davis, Bookstore

September 20XX – June 20XX

- Managed servers and cash registers including Unix database servers.
- Designed and deployed a wireless system for use in an inventory system.

**IT Technician**, Marelich Mechanical, Hayward, CA

July 20XX – August 20XX □ Managed, with two other employees, 500 users at eleven locations.

- Configured and managed Windows and Linux web and file servers using a combination of shell and Perl scripting.
- Developed a database to track inventory and managed the backup system.

**Assistant Project Engineer**, Modern Continental, La Paloma, CA

January 20XX – July 20XX

- Tracked the progress of a multi-million dollar mechanical contract for the power plant construction by developing a billing budget.
- Composed and proposed change orders for the construction work.

**Achievements and Activities**

- Co-authored "Destruction of superconductivity by impurities in the attractive Hubbard model", Phys. Rev. B, 144513, no. 72 (20XX).
- Presented a talk and paper entitled "Analysis of the Wang-Landau algorithm and its application the "BloomCapel Model" during the 20XX workshop of Recent Developments in Computer Simulation Studies in Condensed Matter Physics at Georgia Tech University.
- Presented "Extensions of the Wang-Landau algorithm" at the 20XX regional APS meeting.
- Avid outdoors person as well as a PADI certified scuba diver.

## BOB LANG

916 Main Street  
(555)555-5555

Irvine CA 98714  
blang@uci.edu

### -----EDUCATION-----

#### **Ph.D. Materials Science & Engineering**

*June 20XX–present*

#### **University of California, Irvine**

Notable Coursework: Mechanical Behavior of Materials; Fracture Mechanics; Lightweight Structures, Polymer physics **M.S.**

#### **Civil Engineering**

*September 20XX – June 200XX*

#### **University of California, Irvine**

Notable Coursework: Advanced Engineering Mathematics; Structural Analysis; Structural Dynamics; Seismic

Hazards; Soil Dynamics; Probability and Risk Analysis; Finite Element Methods; Open Channel Flow

#### **B.S.E. Mechanical Engineering**

*August 20XX - June 20XX*

#### **Case Western Reserve University, Cleveland, Ohio**

Notable Coursework: Mechanical Behavior of Materials; Design of Mechanical Elements; Materials in Sports; Chemistry of Materials; Civil Engineering Materials; Kinematics; Thermodynamics; Fluid and Heat Transfer

### -----POSITIONS AND APPOINTMENTS-----

- **U.S. Department of Homeland Security, Washington D.C. Graduate Fellow** Fall 20XX-Summer 20XX  
Devised a novel shape memory alloy applications for seismic strengthening of wooden frame structures  
Developing blast-resistance and energy dissipation characteristics of discrete-pin structural sandwich panels  
Studying optimized structures for applications requiring lightweight strength and stiffness
- **Everest International Consultants, Long Beach, CA Intern** Summer 20XX-present  
Explored innovative ways to improve water circulation, diminish long-period waves in Los Angeles and Long Beach Harbors
- **University of California, Irvine, Irvine, CA Teaching Assistant** Fall 20XX – present  
Courses Taught: Strength of Materials, Hydrology, MatLab, Lightweight Structures  
Taught, demonstrated and explained laboratory experiments; graded lab reports and homework; held office hours □
- **Pacific Earthquake Engineering Research Inst., Berkeley, CA Student Leadership Council** 20XX-present  
President of a ten-campus student leadership council with a \$50k annual budget (10 year NSF-funded research center)  
Chairman of 20XX undergraduate seismic design competition held at a national conference with 14 teams, 25 volunteers
- **Idaho National Laboratory, Idaho Falls, ID Graduate Fellow** Summer 20XX  
Examined blast resistance of U.S. public transportation systems, wrote an “Official Use Only” technical document □
- **Natl. Inst. of Standards and Tech., Gaithersburg, MD Summer Undergrad. Research Fellow** Summer 20XX  
Analyzed the flow-induced structure of polymer-dispersed carbon nanotubes (Plenary Presentation)
- **CWRU Dept. of Macromolecular Science, Cleveland, OH Undergrad. Research Program** Summers 20XX, 20XX  
Determined structure-property relationships of polymeric foam-film microlayered systems  
Developed a thermoforming process for semi-crystalline polypropylene foam by coextrusion with polymer film □
- **Dow Chemical (Toxicology Lab), Midland, MI Independent Toxicity Study** Spring 20XX  
Studied the effect of a toxin on daphnia growth rates

### -----SKILLS-----

**Computer:** MS Office, Word, Excel, PowerPoint, MatLab, C++, Mathematica, MathCad, Windows, Linux

**Modeling:** ABAQUS, Pro/Engineer, Pro/Mechanica, COMSOL, MSC-Marc, Autodesk Inventor, SolidWorks, SHAMRC

**Experimental:** Mechanical Testing, LabView Development, Scanning Electron Microscopy, Optical Microscopy

**Manufacturing:** CNC drilling and milling, Brazing, Machine Shop (lathe, mill, band saw, finishing tools), Thermoforming

### -----AWARDS & HONORARY AFFILIATIONS-----

*Special Awards Judge; 20XX Intel International Science and Engineering Fair., Atlanta, GA, May 20XX*

*Invited and traveled on Tri-Center Field Mission to Japan for earthquake engineering-related tours, July 20XX Graduate Fellow; Department of Homeland Security Graduate Fellowship (20XX-20XX)*

*Regent’s Fellow, Teaching Assistant; University of California, Irvine 20XX*

*Volunteer; COSMOS program at UCI for high school math and science students, 20XX*

# Becky Miller

1024 Maple  
Placenta, CA 99999

(555)555-5555  
[bmiller@yahoo.com](mailto:bmiller@yahoo.com)

## Qualifications

Experience participating in usability studies  
Ability to implement and manage all phases of complex research projects  
Superior writing and analytical skills, excellent verbal communication, and meticulous attention to detail  
Demonstrated ability to learn new concepts quickly and to manage a variety of tasks simultaneously  
Proficient in Microsoft Office (Word, Excel, PowerPoint) and SPSS; familiar with SAS  
Experience presenting complex information to groups of experts and non-experts

## Training and Experience

20XX to present

Participated in a usability study of a mobile intervention device, Winter 20XX

- Tested device prototype
- Provided feedback to product team regarding device efficacy (i.e., user experience) and functionality

Served as Project Manager of a study of interpersonal interaction and cardiovascular activity, Fall 20XX to Fall 20XX

- Supervised and trained research team members
- Collected and analyzed human behavioral data
- Trained study participants on the use of portable cardiovascular monitors and electronic data capture (i.e., PDA-administered questionnaires)
- Evaluated research team performance and suggested strategies for improvement

Designed and implemented research protocols, both collaboratively and independently, involving:

- Regulation of behavior, emotion, cognition, and attention
- Physiological and emotional responses to stress
- Risk perception and decision-making
- Psychosocial factors in cardiovascular disease risk □ Real-time data capture

Performed complex statistical analysis using SPSS (e.g., univariate and repeated-measures ANOVA), and SAS (e.g., linear mixed models)

Developed research protocol materials; e.g., research training manuals, participant screening interviews, data entry and database management forms

Authored manuscripts of research findings; one currently published in peer-reviewed journal, 1 under review, 2 more to be submitted for publication, including a first-author manuscript

## Education

**Ph.D.** in Psychology and Social Behavior, emphasis in health and social psychology  
April, 20XX

*University of California, Irvine*

*Dissertation Title: Psychophysiological Aspects of Self-Regulation: Affect, Attention, and the Cardiovascular Response to Stress*

**M.A.** in Social Ecology, UC Irvine

June, 20XX

*Thesis title: Motivational Myopia: Visceral Influences on Risk Taking Behavior*

**B.A.** in Psychology; minor: philosophy; graduated magna cum laude  
September, 19XX

## **Employment**

Research Assistant

Spring 20XX to

Fall 20XX

*Cascadia Field Station, University of Washington Department of Forest Services*

- Worked on multiple projects investigating the psychological impact of military over-flights on wilderness area visitors
- Administered surveys
- Performed detailed data coding, data entry and data management
- Created charts and displays of research findings in Microsoft Excel

Research Assistant

Fall 20XX

to Fall 20XX

*University of Washington, Department of Psychology*

- Conducted social-cognition psychology experiments (via computer)
- Studied implicit attitudes toward stereotyped groups with Dr. Anthony Greenwald
- Designed and implemented a research study investigating implicit and explicit attitudes of stereotyped groups.
- Entered and analyzed data
- Presented research findings to other members of research group
- Trained other research assistants in research protocols and procedures

Volunteer Research Assistant

Fall 20XX to

Spring 20XX

*Fred Hutchinson Cancer Research Center, Seattle, Washington*

- Assisted principle investigators and program coordinators with implementation of community- and web-based cancer intervention studies
- Prepared project materials; e.g., information about increasing healthy behaviors
- Interacted with participants in the field; e.g., seminars on healthy eating
- Performed data management, data coding and data entry

## Functional Resume Example

### Maria Gonzales, Ph.D.

1601 Olive Street,  
Irvine, CA, 92687

[mgonzales@yahoo.com](mailto:mgonzales@yahoo.com)  
(555)-555-5555

**Profile:** Energetic, focused and resourceful team player with proven abilities in community relations, communications, research, analysis, strategic project design and program implementation. Excellent written and oral communications skills and a strong leader. Adept at motivating others to achieve peak performance.

#### Project Management

- Contributed to all aspects of operations, planning, and administration for successful non-profit Boston health clinic which serves diverse low-income population with over 60,000 patient visits per year
- Lead facilitator between clinic staff of 150 and architects for health center expansion to enhance design and functionality of new facility, conducted clinic wide survey and one on one interviews with staff, analyzed, synthesized and prepared results for board, architects and developers
- Implemented community wide smoking cessation program

#### Community Relations

- Coordinated information and communication between city officials, developers, local community and Health Center Board of Directors for health center expansion
- Led campaign to overcome community opposition to health center expansion, canvassed neighborhoods, shared information, persuaded residents of project benefits, mobilized strong community support
- Health center liaison for city wide health and safety initiatives
- Organized multiple successful community events

#### Fundraising/Budget Management

- Helped raise \$6,000,000 for capital campaign for new health center, organized outreach events and community based fundraising campaign, administered public health contracts and grants
- Raised \$150,000 over three years for Olympic running team, generated financial support from new revenue sources, managed budget and general operations
- Secured multiple fellowships and grants in support of independent research and analysis for doctoral program

#### Communications

- Created marketing, public relations, press releases, for Boston clinic and Olympic team

- Designed and managed two web pages, created weekly content and maintained site with 100+visitors per day, web photography and video production
- Head Teaching Assistant, college level instruction, supervised and trained 5 teaching assistants, coordinated mock trials for 90 students each quarter, consulted on course development and teaching strategies, adept at small and large presentations for diverse audiences

### **Research, Analysis, and Environmental Expertise**

- Developed and executed novel research design and methodology for doctoral research and analysis
- Self directed interdisciplinary course load and research covering variety of environmental issues □ Writing at all levels, from brief abstract to manuscript

### **International Experience**

- Independent travel and work abroad, visited 28 countries, acquired appreciation and passion for diverse cultures and global issues

### **Professional Summary**

- Manager of Outreach and Operations, Marathon Performance Training Group, [www.MarathonPerformance.com](http://www.MarathonPerformance.com), 20XX-present
- Doctoral Candidate, 20XX-20XX
- Head Teaching Assistant, University of California Irvine, 20XX-20XX
- International Travel, Visited 28 countries, 20XX-20XX
- Project Manager, South End Community Health Center, Boston, MA 20XX-20XX
- Community Relations, South End Community Health Center, Boston, MA 20XX-20XX

### **Education**

University of California, Irvine, Ph.D., Social Ecology with concentration in Environmental Analysis and Design, from Department of Environmental Health, Science, and Policy, 20XX

University of California, Irvine, B.A., History, Magna Cum Laude, Phi Beta Kappa, 20XX

Harvard University, first two years of undergraduate coursework, 20XX-20XX

### **Computer Skills**

HTML Basic, Website Tonight, Microsoft Office, Word, Outlook, Excel, PowerPoint, NVIVO 7, Windows Movie Maker, Photoshop, QuickBooks, SalesForce (CRM Software and database tool)



## Cover Letter Hints and Suggestions

### Purpose of a Cover Letter

- Introduce yourself to prospective employer
- Bring your resume to life, create interest
- Highlight relevant skills and experiences
- Highlight fit to employer's needs and organizational culture
- May be used to minimize anxieties employers have about PhDs
- Land you an interview

### OUTLINE

#### First Paragraph ■ Introduce self

- Catch attention and engage reader
- What position applying for & how you heard about it

#### Middle Paragraphs

- Tell compelling and confident (not arrogant) story about:
  - what you can do for them (specific skills, expertise, and experience)
  - why you want the job
- Relate your specific interests/skills/experiences to their organization and position

#### Final Paragraph

- Refer to resume
- Express desire for interview and state when you will follow up
- Express appreciation for time and consideration

### Helpful Hints

- Use a mature and professional tone
- Describe your relevant accomplishments and skills in a direct and confident manner
- BE SPECIFIC, back up your assertions with specific examples (stress experience).
- Do your homework and demonstrate your knowledge of the job, industry, company, etc.
- Address it to a specific person by name
- Use business letter format
- Keep it to 1 page
- Use heavy paper and a laser printer
- Proofread, no typos or grammar errors

### What NOT to Do

- Emphasize what the company will do for you or your career
- Use too much self evaluation (I am confident, I believe...)

- Be too humble about strengths
- Assume they will draw the connection between your academic experience and their needs

## Sample Cover Letter

Arlene Anteater  
555 Verano Place,  
Irvine, CA 92617  
1/28/XX

Allergan, Inc.  
2525 Dupont Drive  
Irvine, CA 92612

Dear Recruiting Director,

I am applying for a position as a Senior Scientist in the Research and Development department at your Irvine facility, position number 5555, which was advertised on your website. I received my B.S. in Biology from Saint Petersburg State University, Russia. I relocated to the United States in 20xx and joined the graduate program in Molecular Biology, Genetics and Biochemistry at UC Irvine in 20xx. I have performed thesis research in the laboratory of Dr. Suzanne Sandmeyer in the Department of Biological Chemistry in the School of Medicine. I became a US citizen in 20xX. In May 20xx, I will be graduating from UCI with a PhD degree in Biological Sciences. My extensive molecular and cell biology and biochemistry training and nearly eight years hands-on experience as well as ability to independently conceive and design experiments, would make me a valuable addition to Allergan's discovery group.

My thesis research focused on investigation of the assembly pathway used by a yeast retrotransposon, Ty3, which we study as a model system for retroviruses. I identified the Ty3 virus-like particle assembly site; determined molecular requirements for assembly site targeting of protein and RNA and packaging of RNA into the virus-like particles; and designed experiments to elucidate nuclear entry/export mechanisms for Ty3 RNA and proteins. In order to understand how the Ty3 genome and proteins become associated at the assembly site I designed a set of experiments to test whether RNA can be targeted and packaged by the retrotransposon core proteins expressed *in trans*. Using fluorescent tags and fusion proteins and benzonase protection and genetic assays, I was able to prove that the Gag3 protein can target RNAs *in cis* or *in trans*. This is likely analogous to the mechanism through which endogenous retroviruses can confer resistance to invading retroviruses. I would like to further apply my knowledge and skills towards drug discovery so I can make a difference for people's health. I will be a passionate researcher who is eager to find treatments for a number of conditions that people suffer from around the world.

During my graduate years I have worked independently and in collaboration with other lab members and outside researchers. As part of the graduate program, I taught an undergraduate Cell and Development lab. As staff research associate, I also had opportunities to train and supervise an undergraduate student and mentor graduate rotation students.

A resume detailing my work experience is attached. I would appreciate the opportunity to meet with you to discuss how my education and experience would be consistent with your needs. I will contact you within two weeks to discuss the possibility of an interview. Thank you for your time and consideration.

Sincerely,

Arlene Anteater

## Typical Professional Interview Questions

### Personal

- Tell me about yourself.
- Who or what has had the greatest influence on your life?
- What are your major strengths and weaknesses?
- What motivates you to put forth your greatest effort?
- What achievements from your past work experience are you most proud of? ➤ Why should we hire you over another candidate?

### School Background

- How does your graduate school experience relate to this job?
- What was the most difficult aspect of obtaining a graduate degree?
- What were your favorite courses? Least favorite? Why?
- If you could relive your college experiences, what would you do differently?
- What extracurricular activities did you participate in and what did you learn from those experiences?

### Work Experience

- What prior work experience have you had and how does it relate to this job?
- How would your past supervisors describe you?
- What were your most significant accomplishments in your prior work experience?
- What did you enjoy most about your previous work experience? Least?
- How is your graduate work relevant to industry?
- Have you ever worked on a project outside your area of expertise?
- Have you ever led a research team in a formal manner?
- Have you given presentations before? What settings? How large were the groups?

### Employer Knowledge

- Why are you interested in this position?
- Why are you interested in this particular company?
- What can you offer us?
- What attracts you to this particular industry?
- What do you know about our company?
- Who else are you interviewing in your job search?

### Goals and Objectives

- What are your short and long-term goals?
- Please describe your ideal work setting.
- What major accomplishment would you like to achieve in your life and why?
- What are your career interests?
- What rewards are most important to you in your career and why?

### Behavioral Questions

- Tell me about a conflict situation and how you resolved it.

- Describe a situation when you had multiple tasks to complete under very tight time constraints.
- Give me an example of your organizational skills? Explain how you use timelines in your work.
- Give me examples that would demonstrate that you are a self-starter.
- Describe a time when you sold your colleague/supervisor on an idea.
- Give an example of a time in which you had to come to a relatively quick decision.
- Tell me about a time when personality differences impacted your work environment.
- Tell me about a time when you worked on a project as part of a team. What role did you play?
- Describe a time when you failed at something. What would you have done differently?
- Give me an example of a situation when you took a leadership role.
- Tell me how you would explain your research to a lay person.

## **Questions to Ask a Potential Employer**

### **The Job**

- Describe a typical project/assignment?
- What additional qualities does the job require that we haven't discussed?
- What are your expectations for the person in this position after six months?
- How are employees evaluated within this organization?
- What are the most important skills and abilities a person needs to be successful in this job?
- What is the toughest challenge in this position?
- Why is this position open at this time?
- What are the most challenging aspects of being a new employee here?
- What is the best part of working here?

### **The Company**

- I see you have recently merged with ACME. How will this affect your department?
- I noticed the company sells widgets in South America. I speak Spanish. Would that be something I could use in this job?
- How would you describe your corporate culture?
- I've read about XYZ initiative. How do you see that affecting the company?
- Where do you see the department/company heading in the next 5 years?
- What do you consider the strengths of the organization?
- What do you consider the challenges of the organization?

### **The Manager and Co-workers**

- How would you describe your management style?
- What are your pet peeves?
- How would you describe the coworkers this person would work with?
- Is there an internal candidate for this position?
- Are there any personnel issues I should be aware of?

### **Internal/External Customers**

- Which departments will this person have the most interaction with? ➤  
Are there any issues between departments I should be aware of?
- Will I have the opportunity to talk with someone who does this job?

### **Next Steps**

- What happens next?
- When will you be making a decision?
- When would the person hired be expected to start?

## Practice Interviews

The Career Center offers videotaped practice interviews for graduate students. We can simulate the environment and process of a professional interview, record the meeting, and provide feedback and suggestions for improvement. We can even save the file to a USB drive for personal viewing.

## What's your Networking Quotient?

1. You think networking is
  - a. A manipulative and deceitful way to get ahead
  - b. A one sided relationship where one person relies on the other for help
  - c. A challenging activity that requires you to admit we all need the help of others from time to time
  - d. A mutually beneficial long term relationship where each party is open to opportunities to help the other advance professionally
  
2. You are at a professional conference and realize the person sitting next to you is well known in your field and you admire her/his work . Do you:
  - a. Get up and move
  - b. Tell all your fiends later that you sat near famous Dr. X
  - c. Introduce yourself to Dr. X and mention that you've cited her/him
  - d. Introduce yourself and ask a probing question that might result in a lengthy conversation
  
3. Your friend talks you into attending a social gathering. Do you:
  - a. Stand in a corner by yourself and avoid eye contact if someone approaches you
  - b. Look for someone else who seems uncomfortable, make eye contact and be open to talking
  - c. Ask your friend to introduce you to others there
  - d. Start talking to people and try to work the room
  
4. When you are on the job market how will you look for jobs?
  - a. Read want ads
  - b. Post your résumé on Monster and see what happens
  - c. Tell everyone you know you're looking for work
  - d. Tell everyone and join professional organizations to meet more people
  
5. Your Career Center is sponsoring a panel with people in the field you want to enter. What do you do?
  - a. Don't attend since it's probably not for graduate students
  - b. Attend the panel, but don't speak to anyone
  - c. Attend the panel and ask for people's cards before leaving
  - d. Attend the panel, speak to the presenters, ask for their cards and give them your card and possibly follow up with an informational interview
  
6. Your friend invites you to a party. You find out someone there works at the company you want to work for. What do you do?
  - a. Forget about it since a party is an inappropriate place to talk business
  - b. Ask your friend to talk to the person about the company and report back to you

- c. Ask someone who knows the person well for an introduction
  - d. Approach the person, introduce yourself and start a conversation
7. You have an opportunity to go to a conference that is close enough to drive, but will require you to pay for a hotel room. Your department has no funding for you since you aren't presenting a paper. What do you do?
- a. Wait until the next time the conference is local and submit a paper
  - b. Ask someone who is going to get a couple of papers for you and then email the paper writers later
  - c. Go for the day and drive back so there are no hotel costs
  - d. Go and attend every panel relevant to your field or that has people on it who work at the schools you want to work at
8. You're flying to a conference. Do you
- a. Sit down, put on an eye mask and sleep
  - b. Read a book, and converse only if the person next to you starts a conversation
  - c. Ask someone to change seats so you can sit next to your friend and talk about who you should meet at the conference
  - d. Strike up a conversation with the person sitting next to you on the chance they are attending the same conference
9. You are at a conference. Do you
- a. Stay in your room and order room service for dinner
  - b. Wait to see if one of your friends arranges dinner
  - c. Arrange a dinner with friends and friends of friends
  - d. Ask someone you just met at the conference if she/he wants to go for dinner
10. Currently you
- a. Stick mostly to yourself and focus on your studies
  - b. Socialize with people who started your program with you
  - c. Socialize with all the graduate students in your department/school
  - d. Socialize with as many graduate students as you can regardless of department or school

**Scoring:** a-0, b-1, c-2, d-3

**0-5**—You don't like networking, don't see a need for it and may believe asking others for help is a sign of weakness. You may want to change your mindset and explore your negative views toward networking.

**6-15**—You take only low risk opportunities to network and probably miss many opportunities. You need to explore your networking blocks and find a networking mentor.

**16-24**—You're good at recognizing networking opportunities and sometimes take the initiative. Networking takes you out of your comfort zone, but you clearly understand the value of building connections. You need to build your confidence and learn strategies to help you take the initiative more.

**25-30**—You're a networking pro. You seek out opportunities to meet new people, clearly understand the importance of building connections and realize the key to success is often not about what you know but who you know. You might consider being a networking mentor.

## Network Your Way to a Career

We've all heard the cliché: When looking for a career it's not what you know, but who you know. But what if you don't have contacts in the field you want to enter. The answer is networking! You need to embrace every opportunity to interact with people who can help you make the right career connections. These people can also provide you with advice about how to translate your background into industry language. The most effective way to do this is informational interviews, so let's explore that option. (Adapted from Basalla and Debelius, *So What are you Goin to do With That?*)

### Steps to Conducting Effective Informational Interviews

1. Identify people who have the job you want, or think you want. Use friends, family, alumni, friends of friends etc. to find contacts, or use the resources below. *Resources:*
  - UCI Career Center's Career Connections database (<http://www.career.uci.edu>)
  - Networking groups (see Susan Linn's Directory of O.C. Networking Organizations in the UCI Career Center Library)
    - Disciplinary professional organizations.
2. Research the contact's career field and organization.
3. Request advice, allowing your contact to be the expert. Ask open-ended questions.
4. Bring your CV or resume and ask for feedback.
5. Ask for referrals.
6. Always offer to pay for coffee or meals.
7. Keep meeting to 30 minute maximum, unless they volunteer more time. Keep phone meetings to 15 minutes.
8. Thank them, send a thank you note-both email and snail mail.
9. NEVER ask for a job.

### Tips on Getting to the Right Person

- Once you identify the company and department you are interested in, call the company and ask for the name of the department head, their email address and phone number.
- Send an email to the person briefly explaining your purpose and asking for an interview.
- Be sure to stress that you aren't asking for a job yet, you are just trying to learn about different career options.
- Tell them you will call in a few days to see if you can agree on a time to meet.

### How to Set up a Networking Meeting

Write a brief email introducing yourself and asking for an opportunity to learn from his/her expertise and when you will call to set up a time. Or you could call them directly to ask for a meeting. These interviews are much more effective when conducted face to face rather than over the phone.

### Structure of an Informational Interview

1. Introduce yourself.
2. Explain your goal.
3. Ask general questions that allow the interviewee to be the expert.
4. Briefly describe your background.
5. Ask questions about how to enter the field, discover if there are any roadblocks.
6. Ask for referrals. "Who else should I speak to?"
7. Thank them for their time and help.

### Useful Questions

1. What attracted you to the field? How did you get into it?
2. Describe a typical day.
3. What personal attributes, skills and qualifications are needed to succeed in this field?
4. What trends and opportunities do you see developing?
5. What challenges do you think I might face since I have a Ph.D.?
6. What advice would you give someone entering the field?

## Evaluating Company Benefits

After months of searching, weeks of interviewing finally—success! You got an offer, or maybe you were very successful and got more than one. Now what?! Before you accept or reject take time to evaluate the offer(s). Don't be swayed by salary alone, consider the entire compensation package. Ask for a few days to think it over. Companies offer both hard and soft benefits, some are negotiable, some aren't.

### **Hard Benefits**

1. Insurance-What's your monthly premium, what are the co-pays, is it HMO or PPO, how much extra for family?
  - a. medical/dental/vision/drug plan
  - b. disability
  - c. life
2. Retirement-Does the company offer 401 (k)'s/Roth IRA's, what's their contribution to retirement?
3. Flexible spending accounts—tax free dollars to pay for dependent care/unreimbursed medical expenses
4. Vacation time
5. Sick time

6. Relocation expenses
7. Child/elder care
8. Tuition reimbursement

### **Soft Benefits**

1. Dress code—business casual and dress down Fridays
2. Flextime
3. Telecommuting
4. Corporate culture
5. Company gym
6. Employee discounts
7. Investment and stock options
8. Start date

Factors for Consideration	
<ul style="list-style-type: none"> <li>● Nature of the work</li> <li>● Organizational culture</li> <li>● Level of autonomy</li> <li>● Travel</li> <li>● Salary</li> <li>● Mentoring</li> <li>● Workplace diversity</li> <li>● Stability of organization</li> <li>● Quality of higher management</li> <li>● Support for continuing education/</li> </ul>	<ul style="list-style-type: none"> <li>● Level of responsibility</li> <li>● Location</li> <li>● Work hours</li> <li>● Benefits</li> <li>● Variety of work</li> <li>● Stability of industry</li> <li>● Advancement opportunities</li> <li>● Training and development opportunities</li> <li>● Opportunities to learn and grow in job/company</li> </ul>



advanced degree • Prestige of Organization • Cost of Living	• Transferability of skills/experience from job • Work/life balance
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If you need more information to make the decision, ask the company to tell you more. Many companies have benefit specialists in Human Resources who can guide you through the process. Also, ask your employed family and friends for their perspective.

Once you make your decision, call your contact to accept, state the terms you agreed to and your starting date. Ask them to send a letter outlining your agreement. If you are rejecting the offer, thank them for their time and interest, be polite—never burn bridges.

### Negotiation: Factors to Consider

**Part I**--Rank the following work values in order of importance using this scale: 1-very important 2-important 3-somewhat important 4-not important

The Job	The Organization
___ Duties and responsibilities ___	___ Technologically innovative
Match for values and interests ___	___ High involvement in research and design
Personalities of supervisors and colleagues	___ Management styles
___ Variety of work assignments	___ Opportunities for growth and advancement
___ Opportunity for individual achievement	___ Layoffs and restructuring
___ Exposure to mentors	___ Reputation and image of employer
___ Opportunity to work independently	___ Financial stability and growth prospects
___ Opportunity and frequency of travel	___ Salary, benefits, and compensation
___ Overtime	___ People in top level positions
___ Opportunity to apply academic knowledge ___	___ Personnel policies and flex-time
___ Social significance of the job	___ Training and continuing education
___ Physical environment and working conditions	___ Required relocations and transfers
___ Pressure and pace or work	___ Public or private employer
Turnover	___ Well established vs start-up company

The Industry	The Location
<input type="checkbox"/> Growth history <input type="checkbox"/> Future needs for goods and services <input type="checkbox"/> Dependence on the business cycle <input type="checkbox"/> Dependence on government policies and programs <input type="checkbox"/> Long term future potential <input type="checkbox"/> Record of layoffs or downsizing	<input type="checkbox"/> Opportunity for partner's career <input type="checkbox"/> Climate <input type="checkbox"/> Cost of living <input type="checkbox"/> Commute <input type="checkbox"/> Community life <input type="checkbox"/> Location of company headquarters and branches <input type="checkbox"/> Size of town <input type="checkbox"/> Proximity to airport

**Part I--** Once you have ranked the values, place a check next to the ones ranked 1 or 2  
**Part III--**List all checked items as your personal "filter" or criteria which you'll use to evaluate job opportunities and offers. Be sure to review and alter the filter as you gain experience and your needs change