

Career Crash Course



Connecting students to global careers!

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RESUMES

(more information in Appendix A)



Resumes vs. Curriculum Vitae (CV)

Question: When should I use a CV as opposed to a resume?

Answer:

When applying to academic, international, federal government and fellowship opportunities. Mainly used in medical, academic and research professions

Question: How are CVs different than resumes?

Answer:

CVs can be much longer than resumes

Provides an exhaustive list of all your experiences

CVs have many more headers than resumes



Key Differences

RESUME

- Position-Driven
- More than one
 - Avoid “one size fits all”
- Focused
- Must be tailored
- Strong emphasis on content & action verbs

Curriculum Vitae (CV)

- Exposé of work life
- Only one
 - Continuous catalog
- Overarching
- Can be tailored
- No emphasis on content & action verbs



Resumes/CVs – First impressions

Top two things to remember...

1. Relevancy

2. Clarity

The purpose of any
resume/CV is ...



TO GET AN INTERVIEW!!!!!!!



Questions to ask yourself

Who is my intended audience?

What is my biggest selling piece?

Is a CV or resume better suited?

What resume format do I want?
Functional/Chronological?

Do I have a job/position announcement to refer to?

How many pages?



Popular Resume Formats

Chronological (Michelle Bloomberg)

- Reverse date order (present to past) & most popular style
- Emphasis on job titles and organizational names
- Generally used by people with stable work histories to show upward progression
- Can categorize based on experience

Functional (Paige Health)

- Focuses on transferable skills and qualifications of the individual
- Categories are defined by what you want to highlight
- Can neatly organize cumulative experience at different places and times
- Be sure to include the work history



Parts of a resume – Contact Info & Profile

Profile

- Emphasizes your qualifications up-front
- Match your qualifications to what the employer is looking for
- Designed to draw the reader in and to give an overview of who you are and what you bring to the table
- 2 to 3 sentences long
- Supported by your content in your resume

John Hopkins

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Tip: Be sure the voicemail message on for your listed phone number is professional sounding.

Tip: Think of the profile as your “30 second commercial” or “elevator speech” on paper.

Contact Information

- Proper Name
- Address where you may be reached
(local and/or permanent OK)
- Telephone Number
(Home or cell phone are fine)
- Email (check junk mail)
- Be sure to include zip and area codes

PROFILE

Master of Public Health Candidate concentrating in child and adolescent health. Health educator with over 6 years experience in both domestic and international settings. Researcher and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish, French and Russian.



Education

EDUCATION

Master of Public Health (MPH)

Expected May 2011

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Concentration: Child and Adolescent Health

Relevant Coursework: Principles of Human Nutrition, Prenatal & Infant Growth & Development, Maternal & Child Health Legislation and Programs, Child Health and Development, Infectious Diseases and Child Survival

Honors: Sommer Scholar

Capstone Project: *Just capstone project title is necessary*

Bachelor of Arts in Government

May 2008

Walden University, Middleburg, PA

Tip: It's a good idea to indicate your coursework to highlight how your academic training prepares you for the position desired.



Experience

PUBLIC HEALTH EXPERIENCE

Health Educator/Treasurer

Aug. 2009-present

Latinos for Progress, Baltimore, MD

Latinos for Progress is a non-profit organization focused on providing Hispanic health outreach services, including HIV/AIDS prevention and diabetes/ obesity prevention.

- Administer HIV/AIDS testing for Baltimore's Latino population
- Counsel participants on health issues and help navigation of the public health system
- Act as a Spanish-English Translator for participants and medical staff
- Provide health and legal information and support to callers
- Manage 3 multi-thousand dollar grants
- Serve as member of the executive committee and the Community Health Advisory Board

Tip: Be sure to use correct tense; current positions should have present tense action words.



Publications/Presentations and Professional Development

PUBLICATIONS/PRESENTATIONS

Jordan M, Pink J, Ling E, Hopkins, J (2007). U.S. Mesothelioma Patterns 1973-2002: Indicators of Risks and Background Rates. *Epidemiology Journal*. In press.

Important to remember

- Any research projects/publications/other projects that you participated in
- Great if you don't have a great deal of professional experience
- Bold your name when listing publications

PROFESSIONAL DEVELOPMENT

Computer Skills: Microsoft Office Suite, STATA, SPSS

Languages: Spanish (Fluent), Guaraní (Conversational)

Memberships: American Public Health Association (2008–present); Global Health Council (2007-present); Maryland Public Health Association (2008-present)

Important to remember

- Designed to showcase additional work and effort undertaken to develop yourself professionally
- Memberships in student organizations, national associations, volunteer work, committees, etc.
- Prioritize your involvement by listing the areas directly related to your career goals first
- A great way to show transferable skills and your leadership abilities



References

References

- Title (centered on top of page)
- Name
- Position/Title
- Agency/School/Company
- Work address and phone number
- Email address
- List three to five professional references that can speak about your work values and ethics
- If a certain number of references is specified, provide that exact number

Dr. John Bloomberg, PhD
Director, Health Economics Program; Director, Center for American Health;
Professor, International Health
Department of International Health
The Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Baltimore, MD 21205
Phone: 410-955-1111
Email: jbloombe@jhsph.edu

Dr. Jackie Daras, Ph.D., M.A.S., M.A.
Assistant Scientist, Faculty
Department of Population, Family, and Reproductive Health
The Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Baltimore, MD 21205
Phone: 443-687-9889
Email: jdaras@jhsph.edu

Dr. Michelle Morris, MD
Professor
Department of Adolescent Health
Columbia Medical College
212 Main St., Easton, CT 06030
Phone: 203-621-9243
Email: m_morris@cmc.edu

Tip: Generally a filler line on the resume. You should have a separate sheet listing your references.



My Suggestions

Have one template, base resume/CV – internal document

Avoid “cookie-cutter” – one size *does* not fit all

Make your resume/CV easy to scan over quickly – outline

Education = biggest selling piece!!!

Proofread several times

PROFESSIONAL DEVELOPMENT section - Catch-all area

Lose the objective statement – have a profile



CURRICULUM VITAE

(more information in Appendix B)



Key Characteristics

- Appropriate for academia, research, hospitals, and government
- Displays academic credentials and accomplishments in greater detail
- Reverse chronological order
- Dates for education (completion) and experience
- Size 11 or 12 font (keep fonts consistent)
- Use past tense for past accomplishments
- Easy to read format
- No page limit



Sections on the CV

ALWAYS

- Education (always first on the CV)
- Honors and Awards
- Professional Experience (Employment)
- Extracurricular and Volunteer Experience
- Research Interests

OPTIONAL (as needed)

- Objective
- Demographics
- Certifications and Licensure
- Professional Affiliations
- Professional Activities
- Research
- Publications and Presentations (last)
- Added Qualifications



General Set-up for CV

Font size – 12 point	Font style – Times New Roman	1" Margins all around	No graphics
No bullets or asterisks	No underlining	Use bolding and CAPS to have things stand out	Same font throughout (may vary sizing some)
Regular paper (white) is fine	Single sided	Number pages	Full name on every page



Curriculum Vitae – Do's

List ALL of your accomplishments

Use numbers to your advantage

Utilize a variety of action verbs (see Career Planner, page 8)

Emphasize your qualifications, skill sets and accomplishments

Be careful about words that spell check might miss

Make sure your CV leaves the right impression



Is there a standard CV format?

- a good CV is one that **emphasizes the points** that are considered to be **most important** in your area of interest and **conforms to standards** within your area of interest

- A good place to start is to find as many examples as possible of CV's by people who have **recently been on the job market**. You can find these by asking doctoral-level **students to have a look at their CV's**, and you can also make use of the Internet to find CV samples

CV samples...

- never should be used as models to be followed in every detail
 - They are sources of strategies for how to present your own information most effectively
- The most effective format for you will be different from someone else because your experience and strengths will be different, and you will thus benefit from formatting adapted specifically to your situation



NO



JHSPH CV Template

CURRICULUM VITAE

(YOUR NAME)

PERSONAL DATA

Home Address (optional)

Business Address, Phone, FAX & E-mail

EDUCATION AND TRAINING

Degree/Year Institution and Field

Postdoctoral Training

Medical or Other Licensure

Medical Board or Other Certification

PROFESSIONAL EXPERIENCE

*Position, Dates and Institution beginning
with Current Faculty Position*

Principal Responsibilities

PROFESSIONAL ACTIVITIES

Society Membership and Leadership

Participation on Advisory Panels

Program or Project Development

Consultations

Testimony



JHSPH CV Template

EDITORIAL ACTIVITIES

Peer Review Activities

Editorial Board Membership

Ad Hoc Review of Proposals

HONORS AND AWARDS

Honors

Awards

Named Lectureships

PUBLICATIONS (list separately)

Journal Articles (signifies peer review)

Books or Monographs

Articles and Editorials not peer reviewed

Chapters

Other



JHSPH CV Template

CURRICULUM VITAE

(YOUR NAME)

PART II

TEACHING

Advisees

Name, Degree and Dates

Thesis Title (if applicable)

Preliminary Oral Participation

Final Oral Participation

Classroom Instruction

Title, Course Enrollment (if

Principal Instructor)

Other Significant Teaching

RESEARCH GRANT PARTICIPATION

*Title of Grant, Dates and Sponsoring
Agency*

Principal Investigator and Funding Level

Main Grant Objective

Principal Responsibilities of Individual

University



JHSPH CV Template

ACADEMIC SERVICE

Division and/or Department

School

University

PRESENTATIONS

Scientific Meetings

Invited Seminars

ADDITIONAL INFORMATION

*Personal statement of research and
research objectives*

Keywords (for sorting)



COVER LETTERS

(more information in Appendix C)



Industry vs. Academic Letters

Business/Industry Cover Letters

Self-promotion expected
May include bulleted lists
Stresses skills
Often required
Important role in
application package

Academic Cover Letters

More conservative language
No bullets or organizational
formatting
Stresses research/teaching 'fit'
Always required
Critical role in application package



Cover Letters - Overview

- Compliments your curriculum vitae (CV)
- Introduce yourself as a competitive candidate
- Directs readers attention to the most relevant aspects of your CV
- Highlight connections
- Entice the reader to carefully examine your application
- **All “the nice things Mom would say about you!”**



Cover Letters

Serves as an introduction – 1st impression

Writing sample – your written communication skills

Expands your skills & experience with personal touch

3 parts of a cover letter

1. Introductory paragraph
 - How you found out about the position
2. Sell paragraph
 - Make the connection
3. Action paragraph
 - How you plan to follow-up



NETWORKING



What are we going to cover?

- What is networking
- Steps on how to prepare for networking
- Proper etiquette for engaging contacts
- Opportunities to practice some networking techniques



What is networking?

- By definition, networking is the informal exchange of information or services among individuals, groups, or institutions who have grouped together for some common purpose (<http://www.quantum3.co.za/CI%20Glossary.htm#N>)

- Networking is the act of meeting new people in a business context. (<http://en.wiktionary.org/wiki/networking>)

- Well, I'd like to re-define it...



Networking (re-defined)

Networking is *simply talking and listening* to people while at the same time *developing relationships* around *common interests & experiences*



Why is networking important?

- It is important because only **15%** of available jobs are advertised through online resources, newspapers, and trade journals
- That means that the other **85%** are found by being in the right place at the right time, through word of mouth...(aka, **Networking**)
- It gives you the opportunity for someone to get to know, meet, learn about you in-person, rather than from a resume
- So, the saying ***"It's not what you know, but who you know!"*** takes on new meaning



Why is networking so stressful?

- The “meeting” people part of networking can be intimidating – *it takes us out of our comfort zone!*

- Networking is not quickly acquiring names of people just to get a job

- Networking should be more about “planting the seed” and building “advocates”



How do you make networking easy?

1. Informal conversations
2. Relationship building
3. Paying attention to opportunities
4. Tell me about yourself?



How to prepare for networking...

By knowing yourself

Questions to think about?

- What is my career trajectory?
- Where do I see myself headed?
- Where did I come from?



Places to network..

The ones you know...

- Social gatherings
 - Receptions
 - Alumni events
 - Happy hours
- Business settings
 - Career Fairs
 - Conferences
 - Panel discussions

Some you don't now...

- Seminars
- Advisement meetings
- Lectures
- Student groups
- Volunteer activities

The key is what are yours and others common interests!!



Who makes up your network?

- Everyone!!!!
 - Classmates (current & past)
 - Professors/Advisors
 - Alumni
 - Co-workers and former co-workers
 - Former supervisors
 - Your contacts from community
 - Neighbors, friends, relatives



Informational Interviewing

Informational interviewing can be your first step in networking with anyone – Alumni, Faculty, Professional, etc.

What to remember:

1. Not asking for a job
2. Think like a reporter gathering information
3. Representing the school
4. Planting the “seed” for future help
5. People generally like to talk about themselves and usually they are willing to help



Informational Interviewing – How it helps?

1. Create advocates
2. Influential introductions
3. Personalizes your job search



Informational Interviewing – How to do it?

1. Start with an email – less intrusive

Subject line: Questions from a current JHSPH student

Email Text: My name is _____ and I came across your information in a search of _____ in the _____. I'm curious to learn more about your career path and about your work at (name of organization) . I'm emailing you today to see if it would be possible to find a convenient time in your schedule for an informational interview. I'd only ask for approximately 30 min. of your time as I'm sure your schedule is quite busy.

If necessary, I can send you more information about me and what I'm currently doing at the Bloomberg School of Public Health. I'm hoping you'll be able to accommodate this request.

Thanks in advance for your consideration and I look forward to hearing from you soon!

Sincerely,



Informational Interviewing – How to do it?

2. Timely follow-up (within 24-48 hours if possible)

Possible email reply:

Thanks for reaching out. It would be helpful to see your resume and I would be happy to speak for 20-30minutes via phone in the next couple of weeks. My flexible days are Wednesday, Thursday and some Fridays. Have a good weekend!

Your email reply:

Thanks so much for getting back to me. Attached you will find my resume.

Please let me know a convenient time for you to schedule a phone call. My calendar is fairly wide open on the flexible days you mention above.

Look forward to speaking with you soon.



Informational Interviewing – How to do it?

3. Confirming and offering to call them

Email confirming:

Wednesday Nov 17th at 1 pm would be great for me. I will plan to call you at the number in your contact information below. Should you need any additional information from me prior to our call, please don't hesitate to contact me.



Informational Interviewing – What to ask?

1. How did you get to be where you are at? or What was your career trajectory?
2. What ways do you use your JHSPH training in your current position? Or How did your JHSPH training prepare you?
3. What advice would you give to a student preparing for their transition from school to working?
4. Can you describe your typical day to me?
5. What is it like to work at your organization?



LinkedIn (cont.)

Use it for your career development

- Discovery the “career histories” of those in your targeted job function, industry, and company.
- Profiles serve as “expanded business cards” or “shortened resumes”
- Search for people like you or places you could potentially see yourself working at. Helps you to target the right companies.
- Join relevant groups
 - Johns Hopkins Bloomberg School of Public Health Group (796 members)
 - APHA Group (3,721 members)
 - UMCP Alumni Group (11,941 members)



INTERVIEWING

(more information in Appendix D)



What do employers say they're looking for?

Strong skill sets

- Communication Skills
- Leadership Skills
- Technical Skills
- Analytical Skills
- Teamwork Skills
- Interpersonal Skills
- Problem Solving Skills

Personality Characteristics

- Honesty/Integrity
- Flexibility/Adaptability
- Work Ethic
- Motivation/Initiative
- Academic Achievement



But, what they're really looking for is...

- how will your personality fit in this organization
- how interested are you in doing the work
- how long do you plan on staying here
- can you work in a team setting
- can I (or we) count on you to get the job done

A conservative estimate is that you will spend at least 2100 hours a year working at an organization and it wants to be sure it knows what it will get out of you



Interviewing – A conversation about you

- If you've been called for an interview, then it means at least two things...
 - you have the minimum qualifications
 - someone thinks you can do the job
- The best types of interviews are the ones where you evolve into a conversation with your interviewer
 - If you get to this point, hopefully your conversation will begin to center around your passions and interests
 - If your interview is just question, then answer, question, then answer, it might not be going so well



Interviewing = Personality

Interviews are all about how your personality is going to “fit” into:

- an organization’s culture
- a team’s group dynamics
- a supervisor’s working style
- the various personality types

The interviewer really is trying to dig at or probe into what type of personality you have so it is best to act as natural as possible to allow your personality to come out



Preparing for the Interview

Prepare so well that you don't care how well you do

Enter the interview with a strong confidence in you

The less nervous you can be, the more likely your personality will be natural

You will not have a perfect interview – it doesn't exist

Bad interviews are not bad – there are just ones that you can learn from

Interviewing is a practiced skill – the more you do it, the better you will get at it



Common mistakes to avoid

- Always be courteous to everyone you meet. The person you shirk in the lobby or the parking garage could be someone of importance!
- Start at the beginning. Don't miss details when completing the application and submitting your resume. Avoid "see resume," the application is a legal document and should be completed in its entirety.
- When interviewing, do not ask the recruiter or manager to refer to your resume. Be ready to restate much of the information provided.
- Pay attention to your body language! Don't stare out the window, pick your fingernails or fold your arms. You come across as uninterested.
- Be specific. As you talk, it may be easy to stray onto a different topic. Always remember the original question and be sure you have answered it.
- Check, recheck and then have someone else check your resume. Spelling, grammatical and punctuation errors can all send a message to a perspective employer.
- Know yourself, know the company, and know what job you are interviewing for!



Interview process

Typically, there are initial, short-term interviews

- Called either telephone or screening interviews
- Usually will last 20-30 minutes

Purpose

- Sifting through the masses
- Finding the “cream of the crop”
- Used to eliminate unqualified candidates



Telephone/Screening Interview

Tips for a good phone interview

1. Be an active listener

- *Lack of non-verbal cues*

2. Show energy and excitement on the phone

- *SMILE!!!!*

3. Express appreciation for the call

4. Avoid verbal tics

- *No umms, hmms, likes, you knows*

5. Have everything in front of you – resume, notes, and calendar.

- *It 's like an open book exam*

6. Make sure it's the right time & place for the call

- *Find a quiet room*

7. Be sure you're speaking on a land line

- *Cell phones could get disconnected or distorted*



Image – the 1st impression

- 60% is the... way you look (are dressed)
- 30% is the... way you physically present yourself (body language)
- 10% is ... what you have to say

Women's Image Wardrobe

- Wear a skirt and jacket (matched or unmatched) or a dress and jacket in plain style
- Wear fashionable shoes, preferably heeled, and always tights or stockings
- Make up should be discreet and carefully applied
- Avoid dangly earrings, clanking bracelets and floppy scarves
- If you have loops on your dress/skirt, wear a belt

Men's Image Wardrobe

- It is generally wise to wear a dark suit and a lighter shirt and a dark tie (avoid garish patterns and bow ties)
- Wear black shoes and never suede, must be polished



Positive Body Language

1. Enter a room confidently and look pleased to be there
2. Smile!!!! – Show enthusiasm
3. Firm handshake – NO vice-like grip or dead fish hand
4. Sit back in your seat and place your feet firmly on the floor
5. Body spacing - Do not stand too near someone – about three feet away is acceptable
6. Sit upright and lean forward slightly
7. Speak clearly
8. Control your tempo – don't speak too fast or too slow



Illegal Questions & Asking Questions

Illegal Questions

Most employers are familiar with the laws regarding what questions they can ask and what they can not ask.

If you feel a question is inappropriate, don't get upset and refuse to answer.

–Ask the question “Can you tell me how that pertains to the job” in a polite and respectful way

Asking Questions

You should have questions prepared. It is your chance to interview the interviewer

Don't ask questions that can be readily found on the company website

Ask questions that will directly affect you or show your interest in the company's success



Interview Questions

With any interview, there are the “asked questions” and there are the “questions-behind-the-questions”.

Questions are usually open-ended and used to probe deeper into you as a person.

Questions are not usually asked to make you look bad or perform badly during the interview.



Behavioral Interview Questions

Behavioral questions are used to show how previous behavior can predict future performance

You will be asked to describe problem-solving skills, adaptability, leadership, conflict resolution, multitasking, or stress management

There are no wrong answers to these questions. The key here is to be specific.

Tip: Don't get caught up in the story!!



Appendix A

Resumes



MPH Specifics for Resumes

- Emphasize Skills & Experience + your new education
- Use different resumes/CVs for different jobs
 - Customizing/Tailoring is the key
- Add more detail for research jobs -similar to project mgmt.
 - Data analysis, literature review, etc.
- List your Capstone Project in the Education section
 - Experience section if work is substantial
- Highlight language fluencies in profile
- Include relevant public health volunteer activities in separate category under experience or in professional development



MPH Specifics for Resumes

Since the background and experience for most MPH students can vary, try to create common categories for experience. For example:

- Public Health Experience
- Research Experience
- Teaching Experience
- Clinical Experience
 - If you only have clinical experience, emphasize the public health aspects of those positions

Focus on creating resumes based on *what you've done before* and *what you want to do in the future*

Resume #1 – (Past experience)

- Highlights accomplishments from past experience – return to similar area (at a higher level) with new academic training after grad.

Resume #2 – (Future experience)

- Highlights accomplishments at school and how background and new academic training can translate into future performance as employee



MHS/ScM Specifics for Resumes

When applying for internships or field placements....

- Use the resume suggested format for applications to formal internship and fellowship programs
- Showcase your education section as a way to demonstrate how you have the training to do the intended work (if you do not have related work experience)
- List your coursework completion date in addition to your expected graduation date
- Use a functional resume to emphasize skills
- Highlight research work if you are in an academic master's program (for example, ScM in Environmental Health Engineering)



MHS/ScM Specifics for Resumes

When applying for full-time jobs....

- Emphasize Skills & Experience + your new education
- Highlight your field placement/internship/research work experience and list it first in your experience section
- Use different resumes for different jobs (i.e. policy, program, research) - Customizing is the **KEY!**
- Add more detail for research jobs -similar to project mgmt.
 - Data analysis, literature review, etc.
- Highlight language fluencies in profile
- Include relevant public health volunteer activities in separate category under experience or in professional development



Appendix B

CVs



More Depth on CVs

Matthew Bloomberg

Contact Information

- can include both personal and business information

*****DO NOT include Social Security #, DOB, age, gender, marital status, race, ethnicity, religion, political affiliation, or picture.*****

- Professional, Vocational or Research Objective (if applicable)

- Summary of Qualifications

- Professional Licenses or Certifications (if applicable)

Education and Training

- Should appear in reverse chronological order, starting with most recent
- Should include Post Graduate, Graduate and Undergraduate Degrees
- List degree, concentration (if applicable), school name, location

PERSONAL DATA

Home Address
1421 South Patterson Ave.
Baltimore, MD 21203
(410) 555-5555
Email: mbloom@yahoo.com

Office Address
The Johns Hopkins University
Bloomberg School of Public Health
615 N. Wolfe Street
Baltimore, MD 21205
Office: 410-614-1000
Fax: 410-614-1001
Email: mbloomer@jhsph.edu

PROFESSIONAL/RESEARCH OBJECTIVE

Seeking professional position...

SUMMARY OF QUALIFICATIONS

PROFESSIONAL LICENSES/CERTIFICATIONS

EDUCATION

Expected May 2010 **Doctor of Philosophy (Ph.D.)** in International Health, Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
Dissertation: Controlling the AIDS Epidemic: A Nutrition Viewpoint

May 2002 **Master of Science** in Human Nutrition, University of Waterloo, Ontario, Canada
Thesis: The Effect of Nutritional Status on the Development of Mental Health Issues

May 2000 **Bachelor of Science**, Computational Theory, Our Lady of the Holy Cross College, New Delhi, India

SCHOLARSHIPS

Jun. – Aug. 2008 **International Scholar**- Minority Global Health Disparities Research Training Program, Johns Hopkins Bloomberg School of Public Health

Aug. 2007-present **Sommer Scholar**, Johns Hopkins Bloomberg School of Public Health

Aug. 2002- Jun. 2007 **Public Health Training Grant (Full Tuition)**, Centers for Disease Control

PROFESSIONAL EXPERIENCE

2006 – Present **Research Assistant**, International Health Department
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
Conducted epidemiologic and statistical analyses involving studies on sexually transmitted disease risk factors/outcomes, infant mortality, and socioeconomic status. Completed multivariate and survival analysis, multi-level analysis, and mapping.

July 2002 – Sept. 2004 **Associate**, MAMSI, Health Finance and Policy Division, Bethesda, MD
Researched and wrote reports relating to current health policy issues. Developed a financial model used to explore rising healthcare costs. Corresponded with legislators regarding health care legislation and regulations.

Tip: Usually, the traditional format is to have dates on a CV going down the left margin to distinguish a difference from resumes. However, some CVs have them on the right margin.



More Depth – Prof. Experience

Professional Experience

- Includes all positions held
 - Can include either detailed, limited or no information about the duties and responsibilities
- Use bulleted list to indicate unique skills and responsibilities
- Use a concise style with “no” personal pronouns
- Use action verbs which describe what you have done

PROFESSIONAL EXPERIENCE

2006 – Present

Research Assistant, International Health Department Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

- Conducted epidemiologic and statistical analyses involving studies on sexually transmitted disease risk factors/outcomes, infant mortality, and socioeconomic status
- Completed multivariate and survival analysis, multi-level analysis, and mapping.

2002 – 2004

Associate, MAMSI, Health Finance and Policy Division, Bethesda, MD

- Researched and wrote reports relating to current health policy issues
- Developed a financial model used to explore rising healthcare costs
- Corresponded with legislators regarding health care legislation and regulations



More Depth – Prof. Activities

Professional Activities

- Includes professionally oriented experience not directly related to a particular job duty

Additionally, these professional activities can be further categorized as:

- Related Extracurricular Activities
- Community Involvement
- Academic or Professional Presentations

PROFESSIONAL ACTIVITIES

Spring 2009

Organizer for the invited session "Statistical Methodology for Cancer Epidemiology" of 2009 Biometrics Society Spring Meeting (Eastern American Region)

Winter 2009

Invited lecturer for the workshop on "Design and Statistical Analysis of Cohort Studies," held at the Institute of Biomedical Sciences, Washington, DC

Fall 2008

Panelist, "Estimating Functions: Overview and Biostatistics Applications" of the Biometrics Society Spring Meeting (Mid-Atlantic Region)

Summer 2008

Discussant for the invited session "Recent Development on Conditional and Marginal Inference" at Joint Statistical Meeting.



More Areas to Include

Professional and Association Memberships

Editorial Activities

Educational or Professional Honors or Awards

Volunteer Experience

Technical and Specialized Skills such as Computer Programming, Laboratory Instrumentation, Statistical Analysis, etc.

Interests - Future Academic or Professional Goals

Travel / Exposure to Cultural Experiences

Foreign Language Skills

Additional Information that May Support Objective or Qualifications



Doctoral/Postdoctoral Specifics

For Academic Positions

- Create a Teaching Experience Section and list your teaching positions (TA, Adjunct, etc.) in this section
- If necessary, include a teaching portfolio when sending your CV. A teaching portfolio may include:
 - Statement of Teaching Philosophy
 - List of Courses and Sample Syllabi
 - Teaching Evaluations
 - Letters of Recommendation
- Highlight research work and consider how your research work can be adapted for the population that you will be teaching



Doctoral/Postdoctoral Specifics

When applying for research positions:

- Highlight your research work by describing your research in detail (generally using paragraphs)
- Use different resumes/CVs for different jobs (i.e. policy research, medical research)
- Include a section on research skills including statistical software, research methods/techniques, etc.
- Always include postdoctoral experience in your work section as opposed to your education section

When applying for government jobs

- use the resume format suggested by the program and pay close attention to the KSAs



Doctoral/Postdoctoral Specifics

General Tips:

- List both your Hopkins work contact information and your home contact information
- Be sure to list grant awards. Include the \$ amount if it is substantial
- Do not forget to include publications that are in progress or future presentations that are confirmed



References

References

- Title (centered on top of page)
- Name
- Position/Title
- Agency/School/Company
- Work address and phone number
- Email address
- List three to five professional references that can speak about your work values and ethics
- If a certain number of references is specified, provide that exact number

Dr. John Bloomberg, PhD
Director, Health Economics Program; Director, Center for American Health;
Professor, International Health
Department of International Health
The Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Baltimore, MD 21205
Phone: 410-955-1111
Email: jbloombe@jhsph.edu

Dr. Jackie Daras, Ph.D., M.A.S., M.A.
Assistant Scientist, Faculty
Department of Population, Family, and Reproductive Health
The Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Baltimore, MD 21205
Phone: 443-687-9889
Email: jdaras@jhsph.edu

Dr. Michelle Morris, MD
Professor
Department of Adolescent Health
Columbia Medical College
212 Main St., Easton, CT 06030
Phone: 203-621-9243
Email: m_morris@cmc.edu

Tip: Generally a filler line on the resume. You should have a separate sheet listing your references.



International CVs

- Each country may have different formats for acceptable CVs
- Find out what format is accepted in each country
 - See “Going Global Country Career Guide”
(<http://going.global.com>)
- Some European countries use keywords
- Some countries have specific length requirements



International CVs (continued)

DESIGN

- While there is no ideal layout for a CV, it should be neatly typed and presentable
- Strike a balance between creative design and content
- Avoid unusual fonts
- Keep margins within standard parameters so that materials can be easily read
- Use fine resolution if you must send a CV by fax
- Good quality plain white or off-white paper and black ink are photocopier and fax-friendly



International CVs (continued)

PERSONAL DATA

- Information such as marital status, age, sex, and nationality are expected in many countries
 - International employers are under different legal constraints regarding the information they request from potential job candidates
 - the potential employer can ultimately decide what is relevant
- If you do not provide the required information, you run the risk of being eliminated from the pool of applicants*
- Your CV should include any and all information that is likely to influence the decision to further your application
 - For example, nationality often has a direct impact on whether the candidate will be allowed to work overseas.
 - For better or worse, most employers use a profile of their ideal employee as a basis for arranging candidate interviews.



International CVs (continued)

WORK HISTORY

- The work history section is the central aspect of every CV
- Include geographical locations to demonstrate your ability to adjust to new environments
- Employers want to judge the breadth of your experience by evaluating where and when it was gained
- Traditionally, you should summarize each job in reverse chronological order, giving employer name, job title, start/end dates and a description of duties
- Focus on the most recent five years -- anything prior to that can be dealt with briefly individually or summarized into paragraphs

http://www.quintcareers.com/culturally_competent_resume.html



International CVs (continued)

EDUCATIONAL HISTORY

- With the exception of recent graduates whose academic qualifications are their primary asset, general education information should be summarized toward the end of the CV
- However, relevant professional education should be mentioned prominently on the first page
- Similarly, if you attended an internationally recognizable university, you should highlight it sooner rather than later
- Prioritize and assess the value of content in your document
- When forwarding a CV to a potential employer, include copies of all certificates, and transcripts

http://www.quintcareers.com/culturally_competent_resume.html



International CVs (continued)

OTHER INFORMATION

- Include all other relevant information such as visa status, language proficiency, cross-cultural training, or international experience
- International employers often refer to references as "referees" and cover letters as "covering letters."
- Cover letters should include an objective statement -- a concise statement of what the candidate has to offer and what he or she is looking for
- From this information, the employer can easily decide whether to consider the attached CV.
- Avoid long and rambling cover letters
- The cover letter is also a good place to address salary requirements (if requested by the employer)

http://www.quintcareers.com/culturally_competent_resume.html



Additional Resources

- The *Chronicle of Higher Education's* job site features an area called "First Time on the Market?" may be helpful
 - (<http://chronicle.com/section/First-Time-on-the-Market-/146/>)
- *The Curriculum Vitae Handbook* by Rebecca Anthony and Gerald Roe (Rudi Publishing: Iowa City, 1994) includes sample CV's for various disciplines and tips for how to write CV's in various contexts.
 - (<http://www.amazon.com/Curriculum-Vitae-Handbook-Present-Academic/dp/0945213263>)
- *The Academic Job Search Handbook* (3rd Edition), by Mary Morris Heiberger and Julia Miller Vick (who are the author's of the *Chronicle's* "CV Doctor" column) also provides sample cover letters and CV's
 - (<http://www.amazon.com/Academic-Job-Search-Handbook-3rd/dp/0812217780>)



Web Resources for CV Writing

- ***The Basics of Science CV's*** (Chronicle of Higher Education)
 - <http://chronicle.com/article/The-Basics-of-Science-CV-s/46275>
- **How to Write a Statement of Teaching Philosophy** (Chronicle of Higher Education)
 - <http://chronicle.com/article/How-to-Write-a-Statement-of/45133/>
- **CV's for European countries**
 - http://www.cvtips.com/EU_CV_Format.html
- **AAAS Science Careers Magazine** (ScienceCareers.org)
 - http://sciencecareers.sciencemag.org/career_magazine
- **How to Craft a Winning Resume and CV** (ScienceCareers.org):
 - http://sciencecareers.sciencemag.org/career_development/tools_resources/how_to_guides/how_to_craft_a_winning_resume



Appendix C

Cover Letters



Starting off

- Your return address should be at the top of the page
- The date will appear two lines below the return address
 - Make sure to write out the date; don't abbreviate.
- Include the direct contact for the position (name and title and address) two lines beneath the date
- The salutation will fall two lines below the addressee information
- Begin with "Dear Dr. " followed by the person's last name



Introduction – 1st part

This part of the cover letter introduces you to the reader.

- State your purpose, and name the specific position or type of work for which you are applying.
- If you are responding to an advertisement, state the name of the publication where you found the ad.
- State referrals and connections (especially if well respected or widely identified as expert)
- The first paragraph must attract enough attention to make the employer want to read on. This is definitely no time for drabness.
- Show that you've done your homework



Introduction – 1st part

Examples

I am glad to have the opportunity to apply for the faculty position in the Department of Biology advertised in The Chronicle of Higher Education. My current postdoctoral work at Johns Hopkins in the lab of *[Principal Investigator]*... I believe this work would be an excellent fit with your search for a specialist in ...*[academic discipline]*. During both my graduate and postdoctoral work, I have developed extensive experience ... *[area of expertise]*. In addition, my graduate work centered on ...

I am writing to apply for the open position for a biochemist at the Assistant Professor level. I am currently a postdoctoral fellow at *[institution]*. I received my PhD in Molecular and Cell Biology *[university and grad date]*. My dissertation research was conducted ... I have a Bachelor of Biology from *[university]*, where I did undergraduate research in ...

I am responding to your advertisement for a faculty position in the Department of Urology at Johns Hopkins University. I am presently a Post-Doctoral Fellow studying with ... *[Principal Investigator]*. My work is in the area of ...

I am responding to your advertisement in Science for an assistant professor position in the Department of Pharmacology at ... I am a post-doctoral fellow working in *[Principal Investigator]*'s laboratory in the ... My main interest is understanding the... As a postdoctoral fellow at *[university]*..., I studied... This sparked my interest in... to join Dr. *[Principal Investigator]* in order to gain expert training in this area. Recently, I have been studying the...



Body – 2nd part

This part of the cover letter is where to start your “Sales Pitch about YOU!!!”

- Covers central theme of why you should be interviewed
- Summarize important research accomplishments
- Briefly describe research plans
- Briefly describe teaching or clinical experience (if necessary)
- Communicate the way in which you can be of value & benefit
 - Help to make the connection
- Specifically discuss how your skills meet the requirements of the position
 - “You want this...I have this”



Body – 2nd part

Examples (the “I”s have it!)

- I am particularly interested in a faculty position since it is my long-standing passion to become an integral part of
- Throughout my training I sought after multiple teaching opportunities, such as the
- In short, I believe I have the capabilities to apply my expertise to the field of
- It is within this multi-disciplinary research environment where my training as a
- I am looking to continue my work in
- I believe my interests and skills will nicely complement the department's current laboratories
- For the past two years, I have been mentoring an undergraduate at Johns Hopkins University who has become fluent in these techniques, and I believe this project is an ideal fit with the philosophy of student-centered research



Good:

“I am deeply committed to teaching and fostering undergraduate involvement.”



Good:

“I am deeply committed to teaching and fostering undergraduate involvement.”

Better:

“...I have already had the pleasure of mentoring several undergraduate students in this research and have seen that it is ideal for young scientists. *Arabidopsis* is an easy organism to work with...and simple assays in guard cell signaling can yield significant and exciting results. Students are particularly drawn to the human interest of the research...”



Closing – 3rd part

This final part of the cover letter changes from what you want to what you will do next.

- Keep this paragraph short
- Here you should state the information you have included in your packet
- Offer to provide any additional information for your application
- Provide specific information on how you can be reached
 - Phone number and email address (maybe mailing address)
- Finally, thank the individual and mention that you are looking forward to meeting
- Don't forget to sign the document



Follow-up

Here are some closing statements:

- I believe my skills and work experience would...
- I would like to meet with you and will call to set up an appointment at your convenience.
- Thank you for your time and consideration; I hope to hear from you soon.
- You will find my CV enclosed. I look forward to discussing my experience and qualifications with you...
- I will speak with you further and will call the week of _____ to follow up.
- I am currently funded by a Department of Defense Post-Doctoral Award, and am working on a number of manuscripts which I would be willing to provide upon completion. In addition, I can provide letters of recommendation, potential research proposals, and proof of my U.S. citizenship at your request. Thank you for your' consideration. I look forward to hearing from you.



General Tips

- Tailor it to the position
- Convey interest
- Proofread!
- Keep copies: create & save different versions
- Read job descriptions carefully
- Use 11-pt or 12-pt, legible fonts
- Keep standard margins
- Keep length to 1-2 pages
- Use institutional letterhead
- Address letter to search committee chair
 - Dear Dr. Jones: (best)
 - Dear Committee Members: (okay)



Resources

- Scripps Research Postdoctoral Services Office Website:
- Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty (BWF, HHMI)
<http://www.hhmi.org/resources/labmanagement/>



Appendix D

Interviewing



Case Interviewing

- Taken from a real life situation or from your resume
- Looking at candidate's analytical ability
- Perception of the big picture
- Problem solving logic
- Letting the candidate direct the course – choose value
- Business Intuition
- Results oriented
- Intended to...
 - test a candidate's ability to handle a problem or opportunity
 - perform under pressure,
 - make use of resources and come up with creative solutions

Best places for information on case interviewing

McKinsey & Company

BAIN & COMPANY



Panel Interview

Usually made up of 3-6 people from the same or various areas of organization ---*possibly not always the areas you will be working in!!*

Why organizations like them?

- Way for organization to save time and to gain a group consensus
- You will not have to interview with each candidate individually and repeat yourself – all parties hear the same answers
- Interviewers can ask questions relative to their department, unit, or division

How to be successful at time?

- Choose the person(s) on the panel who seem to favor you, but...
- Don't ignore the others
 - this will ultimately be a group decision, and your "friend(s)" on the panel may be able to sway any doubters



Mealtime/Social Setting Interview

Used as method to assess performance in a social situation

Tips for successful social interview

- Take cues from the interviewer
 - Discuss topics via the interview – if talking travel, talk travel not job responsibilities
- Your manners should be impeccable
- Have a pleasant and open attitude
- Thank the interviewer for the food
- Don't talk about matters that are too personal, or ask personal questions
- Order manageable foods, e.g. avoid red sauce
 - Check your teeth in the restroom
- Do not drink (if you do drink in this setting keep to a minimum), smoke or use profanity
 - Candidates often get too relaxed and begin “letting their guard down”



Commonly Asked Interview Questions

Tell me a little about yourself.

QBQ = How do you view yourself?



Commonly Asked Interview Questions

What do you see yourself doing five years from now?

QBQ = How committed are you?



Commonly Asked Interview Questions

Name two or three accomplishments have given you the most satisfaction and why?

QBQ = What do you value?



Commonly Asked Interview Questions

How do you think a friend, classmate, or professor, who knows you well would describe you?

QBQ = What is your personality type?



Commonly Asked Interview Questions

Tell me what you know about
our organization?

QBQ = Did you do your homework on us?



Commonly Asked Interview Questions

When presented with a variety of tasks, how do you prioritize your activities?

QBQ = How do you work? What is your work process?



Commonly Asked Interview Questions

If you had the luxury of creating the ideal work environment, what would it look like to you?

QBQ = How do you like to work with others?



Commonly Asked Interview Questions

Why should I hire you?

QBQ = Explain to me why you are qualified for this position?



Sample Behavioral Interview Questions

Describe to me an example of an important goal you had set and tell me about your progress in reaching it.



Sample Behavioral Interview Questions

Give an example of a time when you could not participate in a discussion or could not finish a task because you did not have enough information.



Sample Behavioral Interview Questions

Tell me about a time when you had to use your spoken communications skills in order to get a point across that was important to you.



Sample Behavioral Interview Questions

Give me an example of a time when you had to go above and beyond the call of duty in order to get the job done.



Sample Behavioral Interview Questions

Describe the most significant written document, report, or presentation that you've completed.

