Career Services Office

Connecting students to global careers!

615 N. Wolfe St., Suite W1600
Baltimore, MD 21205
410-955-3034
JHSPH.Careers@jhu.edu
http://www.jhsph.edu/careers
Who are Career Services?

Betty H. Addison, M.S., Sr. Director, Student Life Services
Manages the office, coaches and advises students, plans, implements and conducts workshops and seminars, promotes and markets the Bloomberg School to employers, and coordinates Career Services publications. Certified Executive & Leadership Development Coach.

Paul Hutchinson, M.S., Assistant Director, Career Services
Provides career coaching to students, conducts mock interviews, conducts workshops and seminars, coordinates the Public Health Career Fair, and manages Handshake. Certified University Career Coach.

C.J. Neely, Ph.D., Assistant Director, Employer Relations
Builds new and strengthens existing relationships with employers, oversees employer information sessions as well as the Public Health Career Fair, provides one-on-one career coaching to individuals within the biomedical research field. Certified University Career Coach.

Jamaria Fernandez, Sr. Administrative Coordinator
Manages special career-related projects, coordinates the logistics of all career workshops and seminars, schedules appointments for director and assistant directors, enters jobs and internships in Handshake, assists with the public health career fair and the business card service.
Career Services Office

Whether you are a prospective student curious about where a degree in public health might take you or an employer looking to hire a recent graduate, the Career Services Office provides valuable resources to assist you in the process. Specifically, the Bloomberg School’s Career Services Office provides:

- Career coaching for students and alumni
- Help in preparing a public health resume
- A robust database of public health jobs and internships
- Information about employers
- Access to a growing network of public health professionals

You can always contact the Career Services Office directly by email at JHSPH.Careers@jhu.edu or call at 410-955-3034. To set up an appointment with a career coach, you can log into

http://www.jhsph.edu/careers
Career Services for Students

For current students just starting their careers in public health and alumni interested in building their skills, the Bloomberg School's Career Services Office provides a variety of assistance including individual career coaching, a university wide job and employer database, career development workshops and events, a list of career resources, and an annual career fair.

CAREER COACHING

Our career coaches can help you develop career options, improve your resume or CV, prepare for an interview, provide salary negotiation techniques and assist you with your search for a job or internship. To set up an appointment with a career coach, you can log into your Handshake account or contact the Career Services Office by email at JHSPH.Careers@jhu.edu or call 410-955-3034.

Handshake is the university-wide service for students and alumni to access job and internship postings from tens of thousands of employers, connect with career services, and learn about recruiting events and job fairs.

BUSINESS CARD SERVICE

The Business Card Service is a unique opportunity from the Career Services Office for students to purchase Johns Hopkins Bloomberg School of Public Health Business Cards to assist in their networking with potential employers and alumni. The Business Card Service is available starting on September 12 and ends on October 12.

EVENTS

The Career Services Office manages events and workshops throughout the year that provide career advice plus opportunities to connect with employers. View the current schedule.

http://www.jhsphs.edu/offices-and-services/career-services/for-students/
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CAREER PLANNER

The Career Planner maintained by the Career Services Office provides comprehensive information and tips for job seekers on everything from how to develop your resume to how to prepare for a public health career fair.

CAREER RESOURCES

The Bloomberg School’s Career Services Office wants to help you prepare for the next stage in your public health career by:

- telling you everything you would want to know about writing resumes and CVs;

http://www.jhsph.edu/offices-and-services/career-services/for-students/
Career Coaching

Our career coaches can help you...

- improve your resume or CV
- strategize career options
- prepare for an interview
- get the most out of your salary negotiation

with your job/internship search

To schedule an appointment, email JHSPH.Careers@jhu.edu or call 410-955-3034.
The Career Services Office maintains an essential tool for any public health job search – the Career Planner.

The Career Planner shows you...
• how to develop an eye-catching resume
• write the perfect cover letter and
• even prepare for a public health career fair

In addition, you can download sections or the entire current version – Career Planner: Connecting Students to Global Careers

http://www.jhsph.edu/offices-and-services/career-services/for-students/career-resources/career-planner/index.html
Every year, the Bloomberg School of Public Health hosts a public health career fair that attracts dozens of employers from around the world – and provides students and alumni with an opportunity to search for jobs and build relationships with professionals in their field of interest.

In 2018, almost 53 employers filled Feinstone Hall and the 1st floor Gallery with over 500 students in attendance.

You can review the employers that have attended the fair most recently and download a copy of the 2018 career fair handbook. For more information, interested students can visit the career fair student information page.

http://www.jhsph.edu/careerfair
Business Card Service

The Business Card Service is available to all current students to place orders for business cards with the JHSPH logo to highlight their degree information and important contact information. The business card service takes place from September 12 – October 12.

The cost for business cards is:

- $45 for one box of 250 cards
- $65 for one box of 500 cards
Upcoming Career Services Events

**Thursday, September 6, 2018**
Your Master’s Year at Bloomberg: Planning and Priorities in Preparing to Apply to Medical School
6:00 – 7:00 pm, Becton Dickinson Hall (W1020)

**Friday, September 7, 2018**
Career Crash Course
10:00 am – 4:00 pm, Anna Baetjer Room (W1030)

**Monday, September 17, 2018**
RESUMANIA
12:00 – 2:00 pm, Anna Baetjer Room (W1030)

**Tuesday, September 18, 2018**
Career Fair Prep Workshop
12:15 - 1:15 pm, W4030

**Sept. 12 – Oct. 12, 2018**
Business Card Service
Cost: $45 (250 cards)/$65 (500 cards)
SSEI Project and Career Services

• Following more than 2 years of research, interviews, and workgroup sessions, the Student Services Excellence Initiative (SSEI) has begun implementing a number of recommendations to improve the experience of Johns Hopkins students. Based on research from the Assessment phase, Career Services has been identified as an area of high priority for the SSEI project. Within Career Services, we are currently focusing on five separate areas of work:

• Baseline services and shared resources
• University-wide Career Services system
• Alumni engagement
• Employer engagement
• PhD / postdoctoral resources

https://provost.jhu.edu/about/ssei/
You have an important story to tell. Use this career planning guide to help you write it.

This career resources website is a collaboration between all JHU career services offices, the Student Services Excellence Initiative (SSEI), and the Sheridan Libraries. Together, we have created a guide using a step-by-step approach to career planning and development, featuring easy-to-use online tools and resources. These resources are meant to help you focus your career direction, identify personal and professional goals, and implement an action plan to accomplish these goals.

Would you like to choose a major? Find the right job? Launch your own startup? Explore new interests and gain valuable experiences? This guide can connect you to the resources you need to write your next chapter.

Start now, Your future is waiting!
What is Handshake?

Handshake is a career services system that will be implemented across all JHU schools in July-August 2018.

Handshake will be the place for students to:

• access career services resources
• learn about career-related events such as recruiter meetings and career fairs
• connect with career services staff

Handshake will be replacing current system, JHSPHConnect.

Go live for students was Monday, August 6th.
### Job Postings

- **1664222 Research Fellow with FDA – 3D printing of patient-matched devices**
  - Applicants: 1
  - Job Type: Job
  - Employment Type: Full-Time
  - Employer: US Food and Drug Administration (FDA)
  - Interview Status: None
  - Date Posted: 06/15/18
  - Date Expired: 06/25/18
  - Date Applied: 06/15/18
  - Status: Approved

- **1622848 Core Facilities Administrator**
  - Applicants: 0
  - Job Type: Job
  - Employment Type: Full-Time
  - Employer: Marine Biological Laboratory
  - Interview Status: None
  - Date Posted: 05/21/18
  - Date Expired: 05/21/18
  - Status: Approved

- **1280762 Network Planning Engineer Internship (10 Needed) (Melbourne/Palm Bay, FL)**
  - Applicants: 1
  - Job Type: Internship
  - Employment Type: Part-Time
  - Employer: Harris Corporation - Electronic Systems
  - Interview Status: None
  - Date Posted: 01/22/18
  - Date Expired: 01/22/18
  - Status: Approved

- **1149950 HP Summer Intern - Computer Science (Undergrad 3rd year complete)**
  - Applicants: 1
  - Job Type: Internship
  - Employment Type: Full-Time
  - Employer: HP Inc., HP Imaging, Printing, and Solutions
  - Interview Status: None
  - Date Posted: 11/15/17
  - Date Expired: 11/15/17
  - Status: Approved

- **1305176 Policy and Research Internship**
  - Applicants: 1
  - Job Type: Internship
  - Employment Type: Part-Time
  - Employer: The Black Institute
  - Interview Status: None
  - Date Posted: 01/30/18
  - Date Expired: 01/30/18
  - Status: Approved

- **1317146 Finance Internship**
  - Applicants: 1
  - Job Type: Internship
  - Employment Type: Part-Time
  - Employer: Captivate
  - Interview Status: None
  - Date Posted: 02/02/18
  - Date Expired: 02/01/18
  - Status: Approved

- **1628444 Internship - Energy Sales Support - Houston**
  - Applicants: 0
  - Job Type: Internship
  - Employment Type: Full-Time
  - Employer: Tradition Energy
  - Interview Status: None
  - Date Posted: 05/22/18
  - Date Expired: 05/22/18
  - Status: Approved

- **1540386 Strategic initiatives, Office of the CEO**
  - Applicants: 0
  - Job Type: Job
  - Employment Type: Full-Time
  - Employer: Paxos
  - Interview Status: None
  - Date Posted: 04/25/18
  - Date Expired: 04/25/18
  - Status: Approved

- **1561355 Research Intern**
  - Applicants: 0
  - Job Type: Internship
  - Employment Type: Full-Time
  - Employer: Georgetown University - Cancer Prevention and Control Program
  - Interview Status: None
  - Date Posted: 05/07/18
  - Date Expired: 05/07/18
  - Status: Approved

- **1617146 Coordinator, Cultural Strategy**
  - Applicants: 0
  - Job Type: Job
  - Employment Type: Full-Time
  - Employer: CIVIC, A Sascent Global Company
  - Interview Status: None
  - Date Posted: 05/17/18
  - Date Expired: 05/17/18
  - Status: Approved

- **1644963 Special Assistant to the Dean of Admissions and Director of Recruitment**
  - Applicants: 1
  - Job Type: Job
  - Employment Type: Full-Time
  - Employer: Georgetown University - DU Law Center
  - Interview Status: None
  - Date Posted: 05/30/18
  - Date Expired: 05/30/18
  - Status: Approved

- **1633992 Program Coordinator – Remote Position**
  - Applicants: 0
  - Job Type: Job
  - Employment Type: Part-Time
  - Employer: Pioneer Academics
  - Interview Status: None
  - Date Posted: 06/04/18
  - Date Expired: 06/04/18
  - Status: Approved

- **1637585 Full-time, Paid Internship in International Programs**
  - Applicants: 0
  - Job Type: Internship
  - Employment Type: Full-Time
  - Employer: Edison Electric Institute
  - Interview Status: None
  - Date Posted: 05/25/18
  - Date Expired: 05/25/18
  - Status: Approved

- **1329942 Analyst, Engineer - Scientist - Cyber Security: Embedded Systems**
  - Applicants: 1
  - Job Type: Internship
  - Employment Type: Full-Time
  - Employer: Southwest Research Institute
  - Interview Status: None
  - Date Posted: 02/07/18
  - Date Expired: 02/07/18
  - Status: Approved

- **1695169 Fall 2018, Undergraduate Internship, Center for Universal Education, Global Economy & Development**
  - Applicants: 0
  - Job Type: Internship
  - Employment Type: Part-Time
  - Employer: The Brookings Institution
  - Interview Status: None
  - Date Posted: 06/20/18
  - Date Expired: 06/20/18
  - Status: Approved

- **1454744 Summer Development Internship**
  - Applicants: 0
  - Job Type: Internship
  - Employment Type: Part-Time
  - Employer: PalmStar Media
  - Interview Status: None
  - Date Posted: 04/09/18
  - Date Expired: 04/09/18
  - Status: Approved

- **1627180 Flight Controller (Ops Planner)**
  - Applicants: 1
  - Job Type: Job
  - Employment Type: Full-Time
  - Employer: Cimarron Software Services Inc.
  - Interview Status: None
  - Date Posted: 05/22/18
  - Date Expired: 05/22/18
  - Status: Approved

- **1361264 Cyber Security Analyst**
  - Applicants: 1
  - Job Type: Job
  - Employment Type: Full-Time
  - Employer: P&N North America
  - Interview Status: None
  - Date Posted: 02/19/18
  - Date Expired: 02/19/18
  - Status: Approved

- **1541023 Postdoctoral Associate (Development, Aging, and Regeneration) Tenure-track Lab**
  - Applicants: 0
  - Job Type: Job
  - Employment Type: Full-Time
  - Employer: Sanford Burnham Prebys Medical Discovery Institute
  - Interview Status: None
  - Date Posted: 04/25/18
  - Date Expired: 04/25/18
  - Status: Approved

- **1462274 Ali Data Science & Data Engineering Fellowship**
  - Applicants: 0
  - Job Type: Internship
  - Employment Type: Full-Time
  - Employer: Ali Data Science
  - Interview Status: None
  - Date Posted: 03/28/18
  - Date Expired: 03/28/18
  - Status: Approved

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http://jhu.joinhandshake.com
Career Resources

The Bloomberg School’s Career Services Office wants to help you prepare for the next stage in your public health career by:

- telling you everything you would want to know about writing resumes and CVs;
- explaining how networking is your most effective job search tool; and
- helping you learn the tips to acing the interview.

In addition, the Bloomberg School’s Career Services Office also provides a number of helpful online resources:

- Handshake, the university-wide service for students to access job and internship postings from tens of thousands of employers, connect with career services, and learn about recruiting events and job fairs.
- Career Services Blog
  - November 2017
    - Alumni Highlight - Analyst/Consultant
  - October 2017
    - Alumni Highlight - Scientific Writing
  - September 2017
    - Proactive Career Planning (Webinar)
    - Career Exploration
    - Meet the JHSPH Career Services Team
- Writing Resumes for Public Health
Interviewing

An interview is your opportunity to show a potential employer that you are the right person for the position. The employer is attempting to gauge whether you will fit into the organization’s culture. They want to know how interested you are in doing the work and if you can be counted on to get the job done.

If you are being called into an interview, then it means at least two things: you have the minimum qualifications and someone thinks you can do the job. The key to successful interviewing is convincing the interviewer(s) that you’re the “right fit” for the job. To set up an appointment for a mock interview, you can contact the Career Services Office directly.

INTERVIEWING RESOURCES

- Interviewing for Career Success Webinar
- Interviewing Handout (Career Planner)
- Commonly Asked Interview Questions Handout
- Behavioral Interviewing & STAR Handout

TOP 10 INTERVIEWING TIPS

1. Research the company and industry beforehand.
2. Read the job description thoroughly.
3. Look the part – dress for the position and the company.
4. Be enthusiastic!
5. Listen carefully to the question and answer the question asked.
6. Tell memorable stories to illustrate strengths.
7. Match your strengths to the position.
8. Highlight your experience as a team player.
9. If asked for examples, be as specific as possible.
10. Leave something to remember you by – articles, portfolio, etc.
Career Resources - Networking

Networking

UPCOMING WORKSHOP/WEBINAR
Building Your Professional LinkedIn Profile, Feb. 19, 2016, 100 pm

WHY NETWORK?
Because networking is the most effective means for getting a job.

Networking can mean different things for different people, but mainly networking is simply talking and listening to people and at the same time developing relationships around common interests and experiences. Or put even more simply, networking is how you met your friends, selected your classes, chose your concentration, or decided where to go for lunch/dinner.

It is important to know that 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 or through word of mouth. So, the saying "It’s not what you know, but who you know" takes on new meaning. The theory behind networking is relatively simple, but to get results, it takes work.

JHSPH RESOURCES
1. Networking for New Professionals Webinar (Sept. 9, 2014)
3. Networking (from Career Planner)
4. Johns Hopkins Connect (JHU Alumni database)
5. Career Services Workshop: How to Network in a Digital Age (Spring 2013)

JHSPH & JOHNS HOPKINS UNIVERSITY LINKEDIN GROUPS
1. JHSPH LinkedIn Group
2. JHSPH Society of Alumni LinkedIn Group
3. Johns Hopkins Alumni University Group
4. Bloomberg School’s official LinkedIn group

http://www.jhsph.edu/offices-and-services/career-services/for-students/helpful-resources/networking/networking
Resume and Curriculum Vitae (CV)

WHAT IS THE PURPOSE OF A RESUME/CV?

The purpose of a resume/CV is to GET AN INTERVIEW. An employer will select applicants on the basis of how well their skills match up with the job requirements. Sometimes the difference between getting an interview and being placed in the "no" pile is a well put together resume/CV.

Top two things to remember about resumes/CVs:

1. RELEVANCY – how relevant is the information about yourself to the position you are applying for?
2. CLARITY – how clearly can you present this Information to the audience reading your resume/CV?

KEY CHARACTERISTICS

Resume

› Goal: Construct a professional identity
› Lean toward brevity
› Position-driven
› Have more than one version
› Strong emphasis on content & action verbs

Sample Resumes from Career Planner

Hybrid Style  

Chronological Style  

Functional Style  

GLOBAL PROJECTS
Explore the Interactive Map  
EXPLORE MAP

MAKE A GIFT
Your contribution can be used so many places, so many ways.