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 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.jhsph.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;
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.

- The Bloomberg School’s Career Planner - your comprehensive career development guide
- PassportCareer.com - Find detailed career/internship information for over 80 countries
  - Use the Job/Intern Portal to access job and internship openings in over 200 countries including the US!
  - Review strategies and guidance on how to find internships and opportunities in other countries, including country-specific guidance on resumes/CVs, interviews, salaries, job resources, networking, business cards, culture, and much more!
- Career Services ONLINE
  - Writing Resumes for Public Health
    - Resume Samples (Hybrid, Chronological, Functional)
    - Webinar
  - Networking for New Professionals

http://www.jhsph.edu/offices-and-services/career-services/for-students/career-resources/
Resumes 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

› Lean toward brevity
› Position-driven
› Have more than one version
› Strong emphasis on content & action verbs
› Goal of a resume is to...

construct a professional identity
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.

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.
Networking

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 more simply, networking is how you met your friends, selected your classes, chose your concentration, or decided where to go for lunch/dinner. Why network? Because networking is the most effective means for getting a job. 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.

Resources:

1. Networking (from 2013-14 Career Planner)
2. Career Services Workshop: How to Network in a Digital Age (Spring 2013)
3. How to Find a Job Using LinkedIn
The JHSPH Career Outcomes Survey was sent out to Johns Hopkins Bloomberg School of Public Health alumni between January – March 2016.

The survey generated 632 responses.

The information collected provides a snapshot of the Bloomberg students post-graduation status.

Of the responses, 52% were graduates from 2010 – 2015.
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!
Career Coaching

Our career coaches can help you...

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

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
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.
BSPH: 2019 Public Health Career Fair

March 1, 2019 from 10:00 am to 3:00 pm EST
615 North Wolfe Street, Baltimore, Maryland 21205

The 2019 Public Health Career Fair provides a convenient location for organization and agency representatives from around the country to gather and discuss organizational functions, employment opportunities, consultancies, internships, and career information. The fair is open to all undergraduate and graduate students. The fair will take place in Pilkington Hall.
Upcoming Career Services Events

The Career Services Office manages events year-round that help build resumes and sharpen job search skills for Bloomberg School students and alumni — and also helps connect them with employers.

You can also review helpful materials and presentations from past events (AY 17-18, AY 16-17, AY 15-16, AY 14-15).

If you have any questions, contact the Career Services Office.

The Public Health Career Fair is the most robust career event at the Bloomberg School. To get the up-to-date information, be sure to visit the Career Fair Student Information page.

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<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>September 5, 2018</td>
<td>Your Master's Year at Bloomberg: Planning and Priorities in Preparing to Apply to Medical School Presented by David Verrier &amp; Katherine Summerston Recording &amp; Slides</td>
<td>W020, West Dickinson Hall</td>
<td>6:00 - 7:30 pm</td>
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<tr>
<td>September 7, 2018</td>
<td>Career Crash Course [Click HERE for recordings and slides]</td>
<td>W030, Anna Bodor Room</td>
<td>10:00 am - 4:00 pm</td>
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<tr>
<td>September 12 - October 12, 2018</td>
<td>Business Card Service</td>
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Stay Connected to the Career Services Office!!!

Career Services Office listserv (jhsph.careers)
  • You will be automatically added to this listserv

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