How to Prepare for Public Health Career Fair

Connecting students to global careers!

410-955-3034
http://www.jhsph.edu/careers
Facts & Figures about the 2019 Public Health Career Fair

1. 510 attendees – 460 were JHU students and 50 from other institutions

2. 57 participating employers

3. Employer Industry Breakdown
   - Academia/Research = 19
   - Consulting = 16
   - Government (Federal, State & Local) = 14
   - Hospital/Healthcare = 16
   - Non-Profits = 20
   - NGOs = 6
   - Other = 5
1. Currently 60 registered employers

2. Employer tables set-up in:
   1. Feinstone Hall (E2030)
   2. W2008
   3. Gallery in front of WOW

3. No pre-registration required. Business attire strongly recommended.

4. Sign-In will take place at the Monument Street entrance of the Wolfe Street building.

5. Be sure to bring your JHSPH ID card for sign-in.

http://www.jhsph.edu/careerfair
Before the Career Fair
Before the career fair
review list of registered employers

Most recently updated on 3/1/20.
Researching employers – Handshake

A P Ventures
- Internet & Software
- http://www.APVit.com

A P Ventures (APV) is a small woman owned, full-service IT company headquartered in Columbia, MD. APV is a premier provider of technology and educational solutions that provides state-of-the-art lifecycle information technology (IT) services to Education, Government, and Commercial IT clients.

Abt Associates
- International Affairs
- http://www.abtassociates.com

Abt Associates is a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and one of the top 40 international development firms.

Anne Arundel County Department of Health
- Government - Local, State & Federal
- https://www.aahealth.org

Local health department under Maryland Department of Health, mission is to preserve, promote and protect the health of all people who live, work and play in Anne Arundel County.
Researching employers – Handshake
Researching employers – before the fair

What should you research?

• Location(s)
• Mission, vision, strategies & goals
• Projects, news releases
• History
• Management and employee data
• Executive biographies – “About Us”

You should do research because...

• it allows you to interweave your background into what the employer has to offer
• it allows you to evaluate the employer’s strongest qualities
• it allows you to impress the company/agency
Dress for the Career Fair
Dress for Success

***Business attire is strongly recommended***
If you want to be seen as a professional, dress like a professional

**Women’s Image Wardrobe**
- Wear a suit (skirt or pants) in plain style
- Wear fashionable (and comfortable) shoes
- Make up and perfume should be discreet
- Avoid dangly earrings, clanking bracelets and floppy scarves - *anything that can be distracting*

**Men’s Image Wardrobe**
- It is generally wise to wear a dark suit and a lighter shirt and a dark tie (avoid outrageous patterns)
- Wear dark colored shoes ---- must be polished
Resume Writing for Career Fair
Resume Format

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

• Advantage: relevant training and experience can be grouped together

• Disadvantage: employers/recruiter do not like this format because they cannot figure where and when you gained your 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 how cumulative experience at different places and times
• Be sure to include the work history

• Advantage: preferred format for employers/recruiters

• Disadvantage: most recent experience might not be most relevant or important
Resume Format

Hybrid (John Hopkins)

- Hybrid resumes are a combination of the chronological format and functional format.
- Since most public health students have divergent backgrounds, the hybrid style helps with organization of content.

- **Advantage:** makes resume look chronological but relevant experience can appear in preferred order – great for PH students.
- **Disadvantage:** dates are not consistent throughout resume.
Resumes Do’s - Contact Information & Profile

John Hopkins
615 N. Wolfe St.
Baltimore, MD 21205
410-955-3034 • jhopkins@jhu.edu

PROFILE

Master of Science student studying epidemiology with additional training in humanitarian assistance. Public health professional and researcher with strong skill sets on program management and implementation of resources. Fluent in French and conversational in German.

Things to remember
• 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 content in your resume
• Lose the objective statement
Resumes Do’s - Education

Master of Science (ScM) in Epidemiology  Expected May 2020
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Certificate in Humanitarian Assistance  May 2020
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Bachelor of Arts (BA) in Anthropology  May 2018
State University, Eastham, MA

Things to remember

- List educational experiences in reverse chronological order (current school first)
- Include the following:
  - Degree and/or Major (bold)
  - Graduation (or expected) date (bold and on right margin)
  - Name of institution
  - Location (city/state)
  - Relevant Coursework, Honors, Awards, etc.
PUBLIC HEALTH EXPERIENCE

Health Educator/Treasurer
Latinos for Progress, Baltimore, MD
Aug. 2019-Present

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

Things to remember

- Experience should include jobs, internships, fellowships, volunteer work, and summer employment – anything that is relevant to the position you are seeking

- Use action verbs which specifically describe what you have done

- Be sure experience aligns with new position seeking as best as possible
Resumes Do’s - Publications/Presentations & Professional Development

PUBLICATIONS/PRESENTATIONS

Things 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 (2018–present); Global Health Council (2019-present); Maryland Public Health Association (2019-present)

Things 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
Questions to ask yourself

Who is my intended audience?

What is my biggest selling piece?

What resume format do I want?

How many pages should it be?
## Resume Do’s – converting to 1 page

### Convert resume to one page

- **Profile** = summary

- **Education**
  - Be sure education is highlighted properly
  - Remove relevant coursework
  - GPA is your choice, but not necessary

- **Experience**
  - Include only bullets for most current experience (1-2 bullets)
  - Divided sections is fine or everything under “EXPERIENCE” label

- **Adjust margins to fill page**
  - \((L=0.5\,”, R=0.5\,”, T=0.5\,”, B=0.5\,)\)

- **Add publications** (if applicable)

- **Condense Professional Development**
  - Choose most relevant categories (language & computer skills)

---

### JANE HOPKINS
2017 E. Monument St.
Baltimore, MD 21205
410-955-3034  •  janehopkins@jhsph.edu

### PROFILE
Master of Public Health Candidate concentrating in child and adolescent health. Public health educator with over 6 years experience in 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.

### EDUCATION

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Science (ScM) in Epidemiology</td>
<td>Johns Hopkins Bloomberg School of Public Health, Baltimore, MD</td>
<td>Expected May 2019</td>
<td></td>
</tr>
<tr>
<td>Certificate in Humanitarian Assistance</td>
<td>Johns Hopkins Bloomberg School of Public Health, Baltimore, MD</td>
<td>May 2018</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Arts (BA) in Anthropology</td>
<td>State University, Eastham, MA</td>
<td>May 2016</td>
<td></td>
</tr>
</tbody>
</table>

### PUBLIC HEALTH EXPERIENCE

<table>
<thead>
<tr>
<th>Title</th>
<th>Organization</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Educator/Treasurer</td>
<td>Latinos for Progress, Baltimore, MD</td>
<td>2018-present</td>
<td></td>
</tr>
<tr>
<td>Internal Team Coordinator</td>
<td>Bhutan Practicum Project in Health, Baltimore, MD and Thimphu, Bhutan</td>
<td>2016-2018</td>
<td></td>
</tr>
<tr>
<td>Rural Health and Sanitation Volunteer</td>
<td>Peace Corps, Paraguay</td>
<td>2015-2016</td>
<td></td>
</tr>
</tbody>
</table>

### TEACHING/TRAINING EXPERIENCE

<table>
<thead>
<tr>
<th>Title</th>
<th>Organization</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainer</td>
<td>Area Primary Schools: Nghezimani, South Africa</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Pre-School Facilitator</td>
<td>El Círculo de Recreación y Aprendizaje: Santa Isabel, Quito, Ecuador</td>
<td>Fall 2017</td>
</tr>
</tbody>
</table>

### RESEARCH EXPERIENCE

<table>
<thead>
<tr>
<th>Title</th>
<th>Organization</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Assistant</td>
<td>Johns Hopkins Bloomberg School of Public Health, Baltimore, MD</td>
<td>2018-Present</td>
</tr>
<tr>
<td>Faculty Research Assistant</td>
<td>University of Maryland, College Park, MD</td>
<td>2015 - 2016</td>
</tr>
</tbody>
</table>

### PROFESSIONAL DEVELOPMENT

<table>
<thead>
<tr>
<th>Skills</th>
<th>actual date and location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Skills: Microsoft Office Suite, STATA, SPSS;</td>
<td></td>
</tr>
<tr>
<td>Languages: Spanish (Fluent); French (Conversation);</td>
<td></td>
</tr>
<tr>
<td>Memberships: American Public Health Association (2017–present); Global Health Council (2018–present); Maryland Public Health Association (2018–present);</td>
<td></td>
</tr>
<tr>
<td>Volunteer: Coordinator, JB Grant Child Survival Week (2015–present)</td>
<td></td>
</tr>
</tbody>
</table>
Day of the Career Fair
1. Career Fair floor plans will be handed out at the registration area at the Monument St. entrance on the day of the fair.

2. Use the floor plans to navigate which space to visit first.

3. Mapping out where you want to visit will eliminate wasting time in each employer space.

4. Floor plan will be available for download before the fair.
Create a “Top Twelve” list

Choose between 12-15 employers you would like to visit

Break them into different tiers

1. 3 or 4 employers you “absolutely” want to visit
2. 3 or 4 employers you “have a strong interest” to visit
3. 3 or 4 employers “have heard of” to visit
4. 3 or 4 employers “have not heard of” to visit

Maximizes your time and helps to learn more about lesser known employers and opportunities

• 2-3 min. conversations can quickly turn into 5-7 min.
• Best to have longer conversations later
Student Handbook
Career Fair Student Handbook

THE 36th ANNUAL

Public Health Career Fair
Recruiting Public Health’s Best

March 6, 2020
10 a.m. to 3 p.m.
Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe Street
Baltimore, MD 21205
No registration required.
Business attire recommended.

Sponsored By
Career Services
Office of Student Affairs
410-955-3034
www.jhsphs.edu/careers

Published handbook will be posted on the Career Fair website.
Abt Associates
Brian Sweeney, Associate Recruiter
Paris Taft, Recruiter
6130 Executive Boulevard, Rockville, MD 20852
www.abtassociates.com

Abt Associates is a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. The impact of our work in more than 60 countries is significant and wide-ranging. Our global staff of 2,700 conducts innovative studies and implements remarkable projects—from carrying out malaria prevention activities in 17 African countries as part of the President’s Malaria Initiative and playing a key role in Mexico’s climate change mitigation actions, to identifying potential barriers to flu vaccination among U.S. health workers and pregnant women and examining whether career pathway programs can improve employability in high poverty regions.

Recruiting for the following positions:
Quantitative Analyst, Public Health Researcher

Without passion and purpose, a job is just work.

For over 50 years, Abt Associates has helped drive significant improvements in federal programs addressing priority public health issues including HIV/AIDS and other infectious diseases, nutrition and obesity, chronic diseases, and women’s and children’s health.

It’s more than a job. It’s our passion.

www.abtassociates.com  @abtassociates  abtcareers

Information includes:
• Names & titles of attendees
  • Alumni?
• Address
• Website
• Description
• Recruiting for the following positions:

At A Glance
• Industry
• Recruiting from the following areas
• Work Authorization
Abt Associates

**Brian Sweeney**, Associate Recruiter  
**Paris Taft**, Recruiter  
6130 Executive Boulevard, Rockville, MD 20852  
www.abtassociates.com

Abt Associates is a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. The impact of our work in more than 60 countries is significant and wide-ranging. Our global staff of 2,700 conducts innovative studies and implements remarkable projects—from carrying out malaria prevention activities in 17 African countries as part of the President’s Malaria Initiative and playing a key role in Mexico’s climate change mitigation actions, to identifying potential barriers to flu vaccination among U.S. health workers and pregnant women and examining whether career pathway programs can improve employability in high poverty regions.

**Recruiting for the following positions:** Quantitative Analyst, Public Health Researcher

---

**Abt Associates – At A Glance**

**Industry**  
Academia/Research; Consulting

**Recruiting from the Following Areas**
All degrees/departments with for preference for Masters, Doctoral, and Post-Docs

**Work Authorization**
U.S. work authorization is required
Meeting employers
How to Talk at a Career Fair

Arrive early
- most employers are tired by the end of the fair and like to leave early
- Peak times are at the beginning and mid-point of fair

Plan to stay as long as you need

Don’t stand in long lines, plan to come back later

Introduce yourself with a firm handshake and smile

Conversation starters...
- “Hi, my name is John Hopkins. Thanks for coming today. I’d like to hear more about...”
- “Hi, my name is Michelle Bloomberg and your organization is one that I’ve had on my radar for a while.”
How to Talk at a Career Fair (cont.)

Ask good questions & answer questions using examples

Collect representative’s business card(s)
  • Also as much company literature as you can >>> AND THE GOODIES

Include business card along with a resume (if applicable)

After each conversation, record...
  • any positives and negatives
  • plans on following up
  • things learned

**Remember:** How you initiate a conversation with an employer representative is important. The first words you speak make a big impression on a potential employer.
Prepare your talking points

Work on your one-minute or less introduction
   – Examples: Profile/summary; “elevator speech”

It’s a “sound bite” that tells representatives who you are

REMEMBER:
   • Practice out loud in front of a mirror, family of a friend, etc.
   • Practice until it rolls off your tongue
After the Career Fair
The Career Fair is over – Now what????

Follow-up with companies - *This is a very important step in the Career Fair*

• Write a thank you note (email is fine) – it shows you are interested and separates you from the crowd
• Call to follow-up if that was agreed upon

If the company does not call you for an interview, it is fine to call and inquire about the status of the position, restate your interest and skills, and ask about other opportunities.

Try to keep your name/skills/training/experience fresh on their minds
5 Things to "Take" to a Career Fair

Resumes – bring multiple copies

A smile, good eye contact, a firm handshake, and a positive attitude

A prepared “pitch” about you

Information about the organizations

Energy!
5 Things to “Take Away” from a Career Fair

Business Cards

Notes about Contacts

Information about the Organizations

Career Possibilities & Networking Opportunities

Encouragement and excitement
Career Fair Do’s & Don’ts

Do’s
1. Do bring resumes & business cards
2. Do bring positive attitude
3. Do bring a game-plan
4. Do bring questions
5. Do follow-up

Don’ts
1. Don’t cruise with friends
2. Don’t eliminate employers
3. Don’t drop-off your resume
4. Don’t ramble
5. Don’t come in the last ½ hr

RECAP
• Be prepared beforehand
  Ensure resume/CV is updated & have questions ready for the employers
• Be professional during the event
  Dress properly (no jeans, sweat suits or gym clothes) & answer questions with positive attitude
• Follow-up Afterwards
  Use the employer’s business card to send a thank you note