How to Prepare for Public Health Career Fair

Connecting students to global careers!

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http://www.jhsph.edu/careers
2018 Public Health Career Fair

Facts & Figures about the 2018 Public Health Career Fair

1. 530 attendees – 402 were JHSPH students and 128 from other institutions
2. 53 registered employers
3. Employer Industry Breakdown
   - Academia/Research = 16
   - Consulting = 13
   - Government (Federal, State & Local) = 15
   - Hospital/Healthcare = 9
   - Non-Profits = 16
   - NGOs = 6
   - Other = 4

http://www.jhsph.edu/careerfair
2019 Public Health Career Fair

Friday, March 1st

1. Currently 59 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.

6. Floor plan and student handbook will be posted this week

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

Most recently updated on 2/22/19.
Researching employers – Handshake
Researching employers – Handshake

- Click on "All Employers" to view different employers.
- Example employers include Abt Associates, Acumen, LLC, and American Association for the Advancement of Science (AAAS) – Science & Technology Policy Fellowships.
Researching employers – Handshake
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 can not 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.

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**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**

Master of Public Health (MPH)

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

**Expected May 2019**

Concentration: Child and Adolescent Health


Honors: Sommer Scholar

Bachelor of Science in Biology

University of Georgia, Athens, GA

**May 2015**

**Public Health Experience**

Health Educator/Treasurer

Latinos for Progress, Baltimore, MD

Aug. 2017—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 of the Community Health Advisory Board

Internal Team Coordinator

Bhutan Practicum Project in Health, Baltimore, MD and Thimphu, Bhutan

July 2016 – July 2017

- Oversaw group preparations for a trip to work with the Bhutan Ministry of Health
- Exchanged maternal and child health related information with Bhutanese counterparts
- Prepared grant proposals and requests of support

Rural Health and Sanitation Volunteer

Peace Corps, Colonia Takuane, Paraguay

Oct. 2014 – Aug. 2015

- Co-led national HIV/AIDS conference and training
- Designed and facilitated health training and authored a manual for teachers
- Taught classes on nutrition, dental health, intestinal parasites, and reproductive health
- Collaborated with health post on reproductive health and vaccination programs
- Developed 3 pilot programs to improve site development and communication processes
- Cultivated links with Paraguayan NGOs and coordinated municipal and departmental efforts
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
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
Expected May 2019

Certificate in Humanitarian Assistance
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
May 2018

Bachelor of Arts (BA) in Anthropology
State University, Eastham, MA
May 2016

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.
Resumes Do’s - Experience

PUBLIC HEALTH EXPERIENCE
Health Educator/Treasurer
Latinos for Progress, Baltimore, MD
Aug. 2018-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
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- Provide health and legal information and support to callers
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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

Tip: Short, 1 sentence description on organization is helpful
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 (2017–present); Global Health Council (2018-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)
Day of the Career Fair
“Map Out” employer tables

1. 2019 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.

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2018 Public Health Career Fair
Friday, March 2nd
10 am – 3 pm

Updated March 1, 2018
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
Published handbook will be posted on the Career Fair website.
Information includes:

• Names & titles of attendees
  • Alumni?

• Address
• Website
• Description
• Recruiting for the following positions:

At A Glance

• Industry
• Work Authorization
Employer Listing – a closer look

Abt Associates

Kelley Freeman, Recruiter
Samantha Hicks, Recruiter
6130 Executive Boulevard, Rockville, MD 20852
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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 implement 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 pathways programs can improve employability in high poverty regions.

Recruiting for the following positions: Research Assistant/Health; Associate Project Finance Analyst; Project Finance Analyst; Summer 2019 Abternship Program - President’s Office Intern, SHOPS Plus Intern, Security Intern, Global Business Development Intern, Statistics and Machine Learning Intern, US Health Intern, Social and Economic Policy Intern, Knowledge Management Intern

Abt Associates – At A Glance

Industry
Consulting, Government, Hospital/Healthcare, International Affairs, Research

Work Authorization
US work authorization is required, but the employer is accepting OPT/CPT candidates
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.”
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