Career Launch: Making the Most of Your Talents

COACh

http://coach.uoregon.edu

It’s never too early to start

Explore your interests

Know your strengths

Prepare your documents

Develop your networks

The presentation today is comprised of two parts:

Enhancing your communication skills

Job search tips and tactics

Scientific presentations

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Take a few minutes and reflect on your strengths

1. Creativity
2. Curiosity
3. Open mindedness
4. Love of learning
5. Perspective
6. Bravery
7. Persistence
8. Integrity
9. Vitality
10. Analytical
11. Kind
12. Social intelligence
13. Problem solver
14. Fair
15. Leadership
16. Self Control
17. Gratitude
18. Optimistic
19. Entrepreneurial
20. Humorous
21.
22.
23.

Reflect on your most satisfying accomplishment

1. **Why do you consider it satisfying?**

2. **Were there special circumstances that contributed to these accomplishment?**

3. **What does your choice tell you about yourself?**

4. **Does it tell you anything about your aspirations for future successes?**

To get us started:

Introduce yourself and describe one of your best attributes.

If you want to be heard, you must:

Project your voice

Use good breathing techniques

View your whole body as an instrument of sound:

- the larynx and pharynx, the mouth, and the nose

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Effective communication includes body language

Up to 93 % of communication is non-verbal.

The eyes communicate more than any other part of the human anatomy.

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An effective speaker looks like this:

Tall, open posture and gestures

Head up

Eye contact with the room

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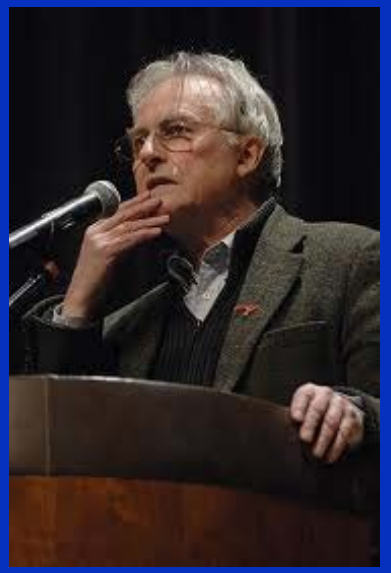
An ineffective speaker looks like this:

Gestures small, close to body, or hands in pockets or on face

Eyes avoiding the audience

Standing small with stooped posture



Communicating with confidence requires thinking of yourself as a leader.

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Develop a resume that can be easily adapted for different job applications

There is no set form for the perfect CV but there are different types

Chronological

- Most common
- Listing of your jobs and experience with most recent first
- Resume type most preferred by employers

Targeted

- Focuses on a specific position or job target
- Presents your capabilities supporting this position
- Allows you to project your abilities if you don't have direct experience
- It is easy to prepare a different version for each different position
- Helps you look like you are a natural for the position

Or a combination of these

The academic and industrial CVs are often quite different

Academic

- 2-4 pages
- Very detailed description of education and work experience
- May begin with an objective or summary statement

Industrial

- 1-2 pages
- Presents your capabilities supporting the position, eliminating unrelated data
- Must follow the 10 second rule
- Begins with an objective or summary statement

There are key elements of an industrial CV

- Convince employer that you are worth an interview
- Target your qualifications for a specific job
- Keep as brief as possible without sacrificing qualifications
- Use an easy-to-read format
- Do not lie, exaggerate or use words that require a dictionary
- Focus on strengths and accomplishments
- Keep it to two pages or less and label your second page

The first few lines of your resume are particularly important for an industrial CV

Objective statement: "This is what I want"

- Brief clear statement that outlines the type of employment you seek
- Must be quite specific

OR

Profile or summary statement: "This is what I have to offer"

- Details 3-5 key strengths, experiences and interests that one has to offer
- Can be called Profile, Summary, Strengths, Skills or Highlights

Jane Pearlman

163 Appleton Terrace
Oklahoma City, OK 73102
617-555-5183
jpearl@juno.com

OBJECTIVE

Seeking a position in a university or firm specializing in advanced biochemistry for the development of human immune system vaccines

SUMMARY

- Nearly ten years of experience in biochemistry.
- Served as a guest lecturer in biochemistry at the University of Oklahoma.
- 12 published articles in respected biochemistry and medical journals, including the Journal of the American Chemical Society and the American Scientific Review

EMPLOYMENT

Jensen Labs, Oklahoma City, OK
Biochemist, January 1997 to Present
Concentrated largely on membrane based lateral flow immunochemistry. Worked with product development from concept through product transfer and full scale manufacturing. Prepared documentation packages. Gained valuable experience with project management, product launch, and gained familiarity with FDA requirements and procedures.

InTex Pharmaceuticals, San Diego, CA
Research Associate, 1996 - 1998
Served as a research associate in the Enzymology group of the InTex Biochemistry Department. Held responsibility for enzyme characterization, including catalytic and physical properties, inhibitor characterization, compound potency and mechanism, data reduction, and protein purification and characterization for enzyme and inhibitor characterization.

Biomedical Laboratory Research, San Diego, CA
Lab Technician Intern, 1991 - 1996
Responsible for documentation of new lab research. Served as an assistant for 10 biochemists, performing various research functions.

Education

University of California, San Diego, CA
Ph.D., Biochemistry, 1996
M.A., Chemistry, 1993

Reed College, Portland, OR
B.A., Biology, 1990

An academic CV follows a standard format

- Name at the top with contact information
- Summary or objective statement (optional)
- Education (including thesis)
- Professional Appointments
- Awards and Honors
- Publications
- Patents and other accomplishments

Use reverse chronological order

You should avoid doing the following:

- Avoid abbreviations and acronyms
- Never use pronouns such as: “I”, “me”, “my”,“our”
- Don’t use fancy fonts, binders, layouts
- Avoid lists of boring sentences
- Don’t add photographs
- Don’t add personal, family or health information

For both the CV and cover letter, pay attention to details

- Proof, proof and proof again
- Have others proof-read and provide suggestions
- Convert final versions to a pdf format
- Make certain that it can be scanned legibly

Write a compelling cover letter

- Needs to be clear and concise (1-2 pages)
- Gives a personal touch to your application
- Don't repeat what is already in your resume
- Sheds a new perspective or emphasizes what is in your resume instead
- Draws attention to your strengths
- Sparks interest in the reader

Help your references with their letters

- Give them an updated resume or CV
- Provide a set of bullet points of your strengths
- Offer to give them a summary of your accomplishments
- Provide them with a description of the job,why you want it and what makes you qualified for the job

Networking is important as the CV- especially for women

"A mediocre CV (stylistically, not with respect to your actual expertise and accomplishments) and a lot of networking is guaranteed to get you a job.

A stunning CV and no networking is equivalent to playing lotto."

Kevin Foley, Ph.D

Create a positive internet presence for yourself and career advancement

- Your online presence will eventually replace a resume.
- Use your website presence to communicate your competence and aspirations.
- Use your website for networking with others.

Additional reasons for a website

- Having a website makes you “findable”.
- Helps you to establish your “personal brand”
- It shows that you have skills to develop the website and confidence to show it publically.

It can be a very simple form:

Allison Engstrom

Graduate Student Researcher
Department of Materials Science & Engineering
210 Hearst Memorial Mining Building
University of California Berkeley, CA, 94720

allison.engstrom@berkeley.edu

Educational Background
B.S. in Materials Science and Engineering at Arizona State University (2008)
M.S. in Materials Science and Engineering at the University of California, Berkeley (2010)

Research Interest
Alli's research involves the electrochemical synthesis and characterization of electrodeposited vanadium oxide electrochemical capacitor electrodes. Among the research objectives are the degradation mechanisms in aqueous environments, the optimization of aqueous and nonaqueous electrolytes as well as the cycle behavior of whole-cell systems.

Publications, Patents and Conference Talks
A. M. Engstrom, F. M. Doyle, Exploring the Cycle Behavior of Electrodeposited Vanadium Oxide Supercapacitor Electrodes in Various Aqueous Environments, ECS PRIME Meeting, Honolulu, HI (2012) poster.

F. M. Doyle, A. M. Engstrom, Electrochemical Synthesis of Nanostructured Vanadium Oxides for Use as Supercapacitor Electrodes, TMS Meeting, Orlando, FL (2012) presentation.

A. M. Engstrom, E. Lim, J. A. Reimer, E. J. Cairns, Kinetics of COads Oxidation on Pt Black, ECS Fall Meeting, Boston, MA (2011) presentation.

E. L. Engstrom, A. M. Engstrom, C. Friesen, Tri-Continuous Manganese Oxide Electrodes Demonstrating Ultra-High Capacity, ECS Spring Meeting, Montreal, Canada (2011) presentation.

Friesen, C. A., Engstrom, A. M., Engstrom, E. L., Hayes, J. R., Electrode For a Charge Storage Device and Method of Manufacture. Arizona Board of Regents for and on behalf of Arizona State University, assignee. U.S. Patent Application 20100243459. 29 March 2010.

J. R. Hayes, A. M. Engstrom and C. Friesen, "Orthogonal flow membraneless fuel cell" J. Power Sources 182 (2008) 257-259.

Highlighted Awards and Activities
ECS San Francisco Section Daniel Cubicciotti Award (2012)
NSF Graduate Research Fellow (2008 - Present)
Chancellor's Fellow, UC Berkeley (2008 - 2010)
Outstanding Graduate, Ira A. Fulton School of Engineering (2008)
Goldwater Scholar (2007 - 2008)
Presidential Scholar, ASU (2004 - 2008)

Doyle, Fiona

Donald H. McLaughlin Professor of Mineral Engineering
Executive Associate Dean, College of Engineering

325 Hearst Memorial Mining Building, Mailcode 1760

320 McLaughlin Hall, Mailcode 1700
UC Berkeley
Berkeley, CA 94720

fmdoyle@berkeley.edu

Phone: 510-642-5771
Fax: 510-643-5792

Website:
http://www.mse.berkeley.edu/faculty/Doyle/fionadoyle.html

Research Areas:
Chemical and Electrochemical Materials; Electrical, Magnetic and Optical Materials, Structural Materials

Education:

1978	B.A. Metallurgy and Materials Science, University of Cambridge
1979	M.Sc. (Eng) Extractive Metallurgy, Imperial College of Science and Technology, London
1982	M.A. Natural Sciences, University of Cambridge
1983	Ph.D. Hydrometallurgy, Imperial College of Science and Technology, London

Professional Experience:

1983-present	Assistant Professor, Associate Professor and Professor, UC Berkeley
2002-2005	Chair, Department of Materials Science and Engineering
2005-2009	Executive Associate Dean, College of Engineering
2009-2011	Vice Chair and Chair, Berkeley Division of the Academic Senate
2011-present	Executive Associate Dean, College of Engineering

Major Awards:

2008-present	Donald H. McLaughlin Professor of Mineral Engineering

The Interview

There are many interview options

In person

By phone

On-line

Make the most of your interview

- Develop strong, clear and concise answers to the most common questions

- Do your homework about your potential employer and be ready to ask questions

- Learn to speak in a strong and authoritative tone

- Practice eye contact, a firm hand shake, positive body language and careful listening

Practice common interview questions

1. So, tell me a little about yourself.
2. What type of a job are you looking for?
3. Tell me of a challenge you have overcome that demonstrates your creativity?
4. What do your consider your strengths? Weaknesses?
5. Why do you want to work for this company?

Practice common interview questions

6. What motivates you to do a good job?

7. How do you work under pressure?

8. How would previous co-workers describe you?

9. Where else have you applied?

10. Do you have any questions you want to ask me?

Practice interview session

Divide up into groups of 3

Designate an job seeker, an interviewer and an observer

Using the job scenario, conduct a practice interview

Preparing for a phone interview

- Keep your resume in clear view
- Have a short list of your accomplishments
- Use a land line
- Be ready to jot down any notes, names

During the phone interview

- Speak slowly and enunciate clearly
- Use the person's title
- Give short and concise answers
- Avoid simple yes and no
- Avoid silence - if you need to think, say so

Smile

Preparing for the on-line interview

- Use a hard-wired internet connection
- Arrange the camera for your eye level
- Prepare as for an in-person interview
- Dress professionally
- Choose a professional environment
- IT troubleshoot and practice

During the on-line interview

- Sign on 15 minutes early
- Display confidence as much as possible
- Speak directly into the webcam
- Relax and show your personality

Follow up after the interview

- Thank the interviewer for giving you the opportunity to interview

- Provide any additional comments about what you learned from the interview

- Add a sentence or two stating why you are well-suited for the position

Sealing the deal

- Know your “BATNA”
- Understand the importance of DATA
- Learn to LISTEN
- Know the benefits of collaborative negotiations
- Recognize positive and negative tactics
- Understand that negotiation is not a “One Act Play”
- Be relentlessly pleasant - its good for everyone

Advancing in your career

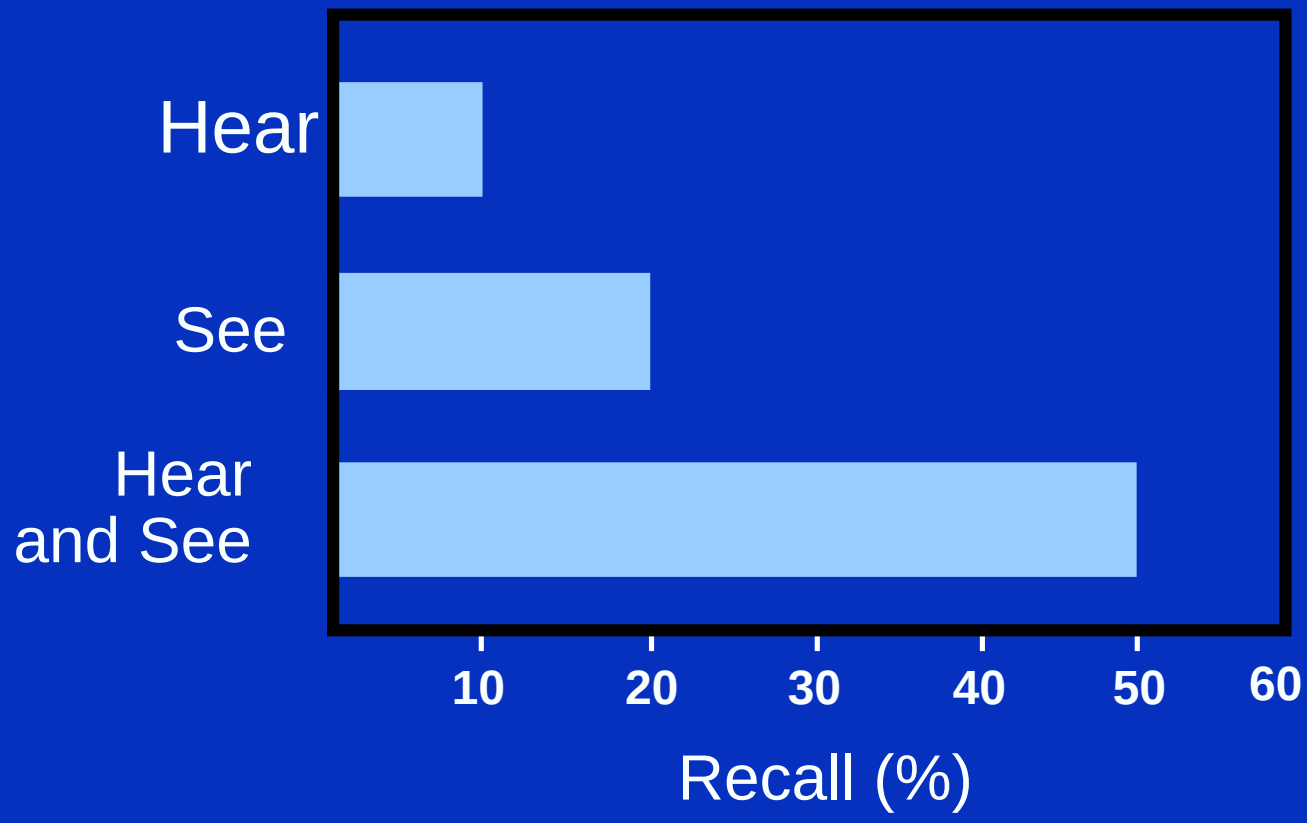
- Make the most out of feedback and criticism
- Get out and make contacts
- Its not all in the paycheck
- The way you look and talk matters
- Avoid meltdowns
- Don’t assume the workplace is fair
- Don’t assume that your good work will be noticed
- Don’t ask, don’t get

Launching your Career:
Tips and Tactics for Success

- Preparing for the job search
- Creating a strong resume or CV and website presence
- Helping your references write a compelling letter
- Network, network, network
- Practice interview questions
- Follow-up after the interview
- Develop strong negotiation skills
- Understand the dynamics of the workplace

Persuasive Scientific Presentations

The best retention occurs for presentations that are both vocal and visual

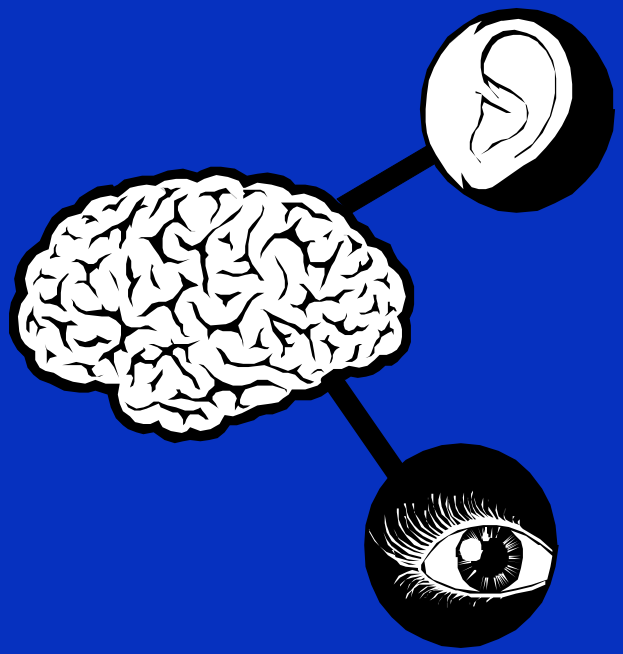


Data from the Wharton Research Center

Research shows that the brain is good at reading, good at listening, but not doing both simultaneously.

John Sweller, University of South Wales

To resolve the problem we first have to understand how the brain works

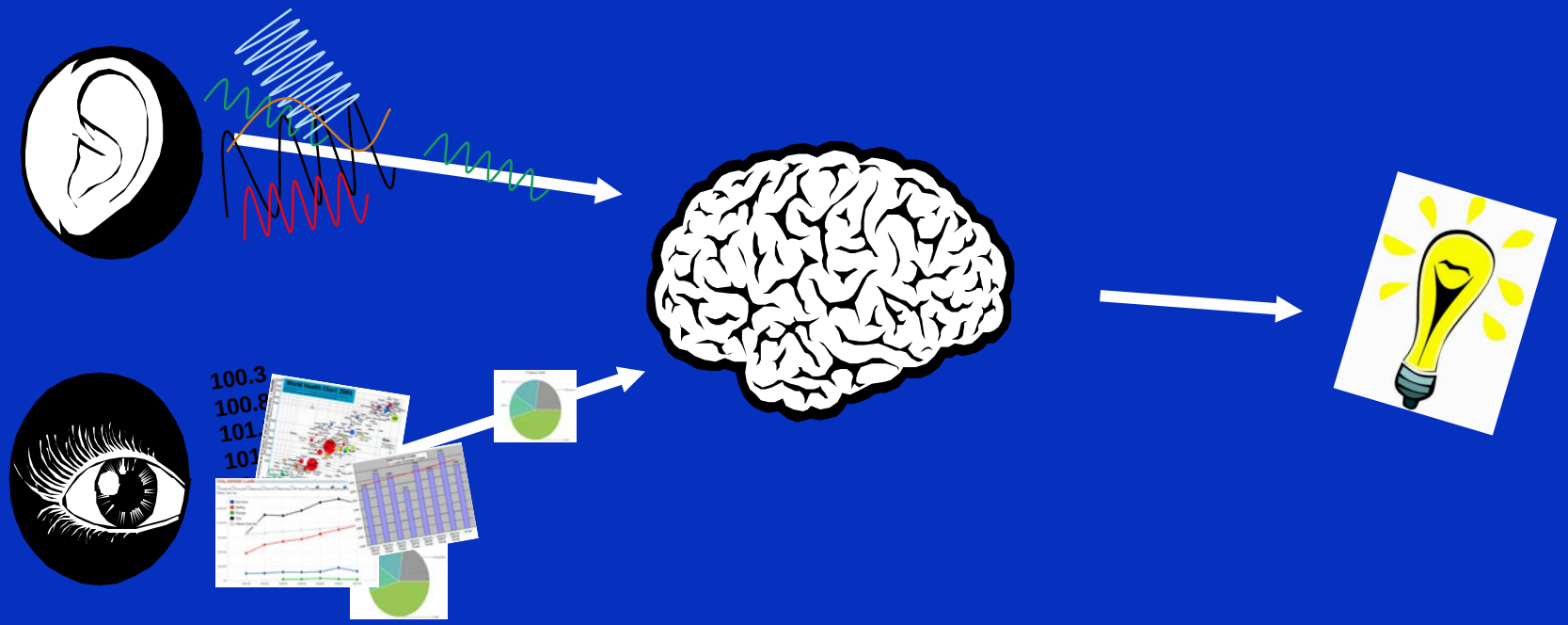


verbal

visual

Cognitive scientists say the mind processes information in 2 channels

The mind pays attention to only a few pieces of information in each channel



Then it must select, organize, and integrate what's important

To be effective, the audience must grasp the content quick

Use short statements

Use images to increase comprehension

Water has special thermal properties

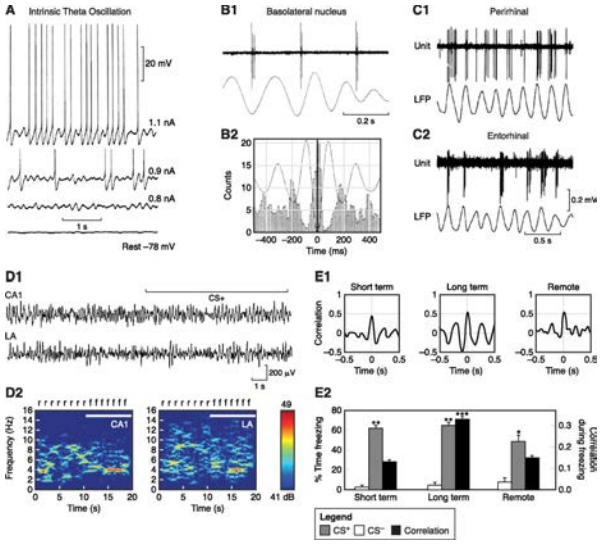
It helps to controls the climate on our planet

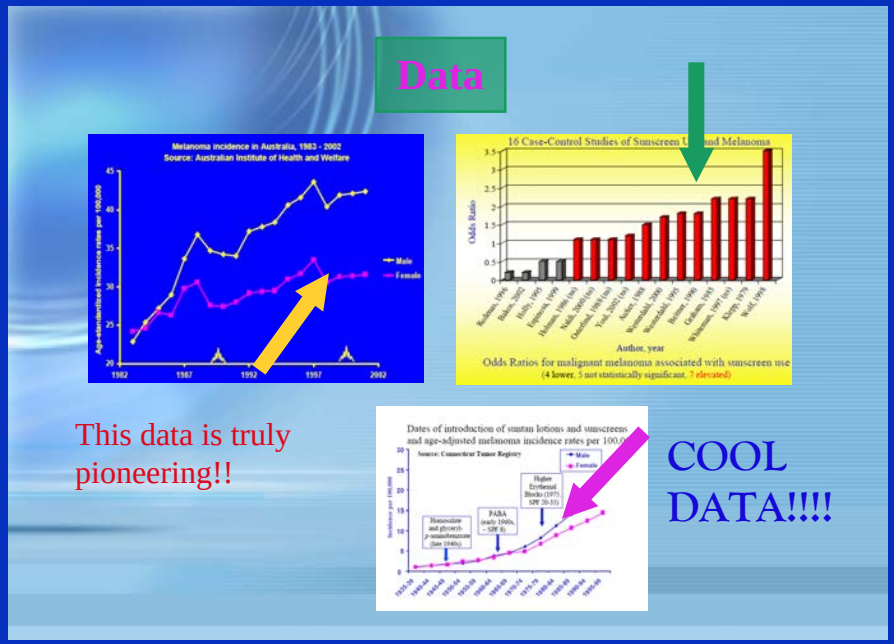
It helps to maintain our body temperature

Use blank spaces to enhance readership

Too much information and distractions can confuse and annoy your listeners

Theta oscillations in the BLA





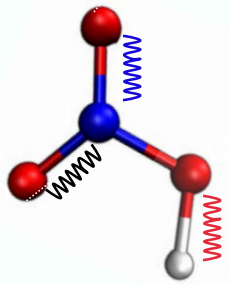
Don’t force your audience to choose between listening to you - OR reading your slides

The slides should follow several rules

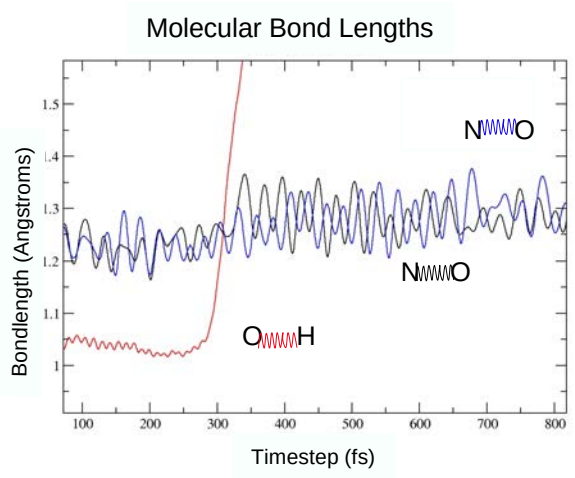
Use a sentence headline to state the slide's purpose

Use images to support the sentence

MD simulations show that nitric acid readily dissociates in water

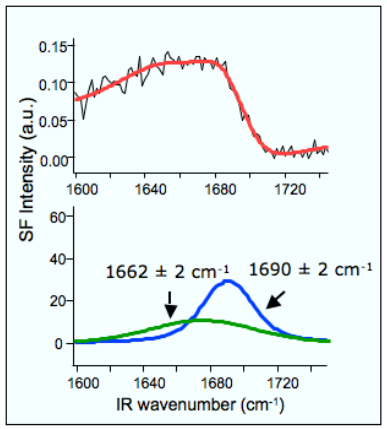


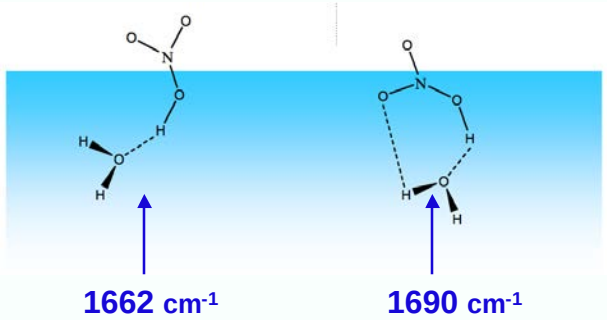
The OH bond breaks upon dissociation



The statement at the top should have no more than two lines

The surface spectroscopy shows nitric acid in two different forms at a water surface





The two HNO_3 molecules differ by the number of bonds to water.

Call-out, if necessary: keep to 1-2 lines

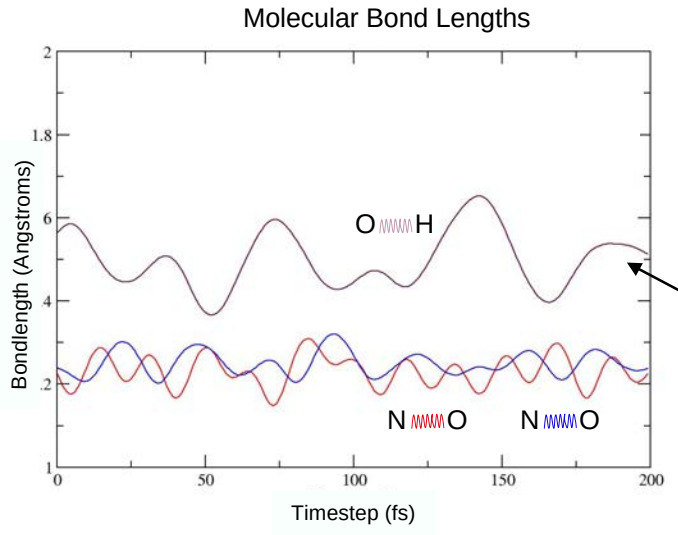
If necessary, identify key assumption or background for audience—keep to two lines (18–24 point type)

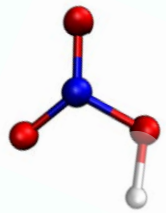
Use typography that is quickly and easily read

Use a readable simple font (Arial, Gill Sans)

Use a high contrast between words and background

MD simulations show that nitric acid does not dissociate when on a water surface



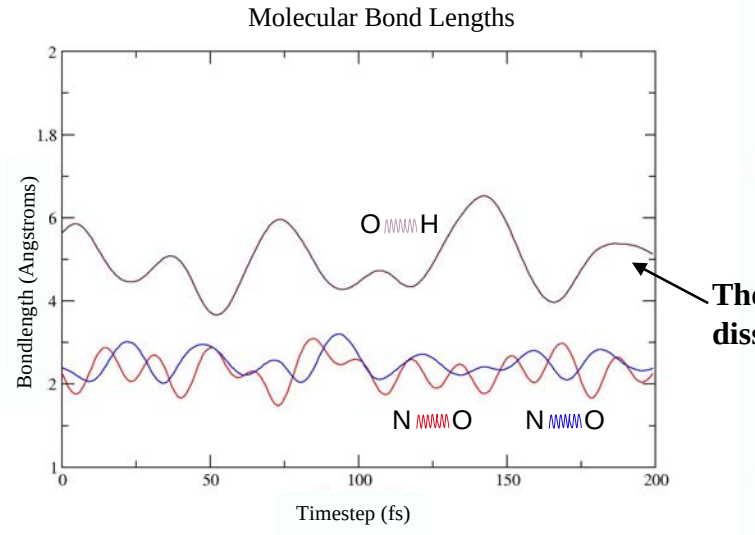


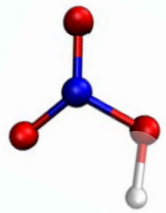
The proton does not dissociate

Some fonts work for manuscripts but not for presentations

Times Roman Font is harder to read quickly

MD simulations show that nitric acid does not dissociate when on a water surface

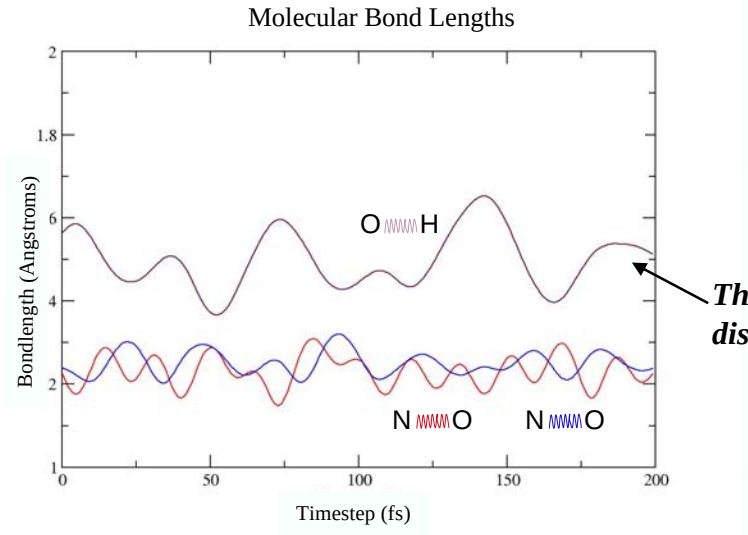


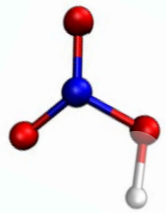


The proton does not dissociate

Even italics can slow the reading and comprehension

MD simulations show that nitric acid does not dissociate when on a water surface





The proton does not dissociate

The title slide should draw interest

Understanding Environmentally Important Processes at Liquid Surfaces

Geri Richmond
Department of Chemistry
University of Oregon
Eugene, OR

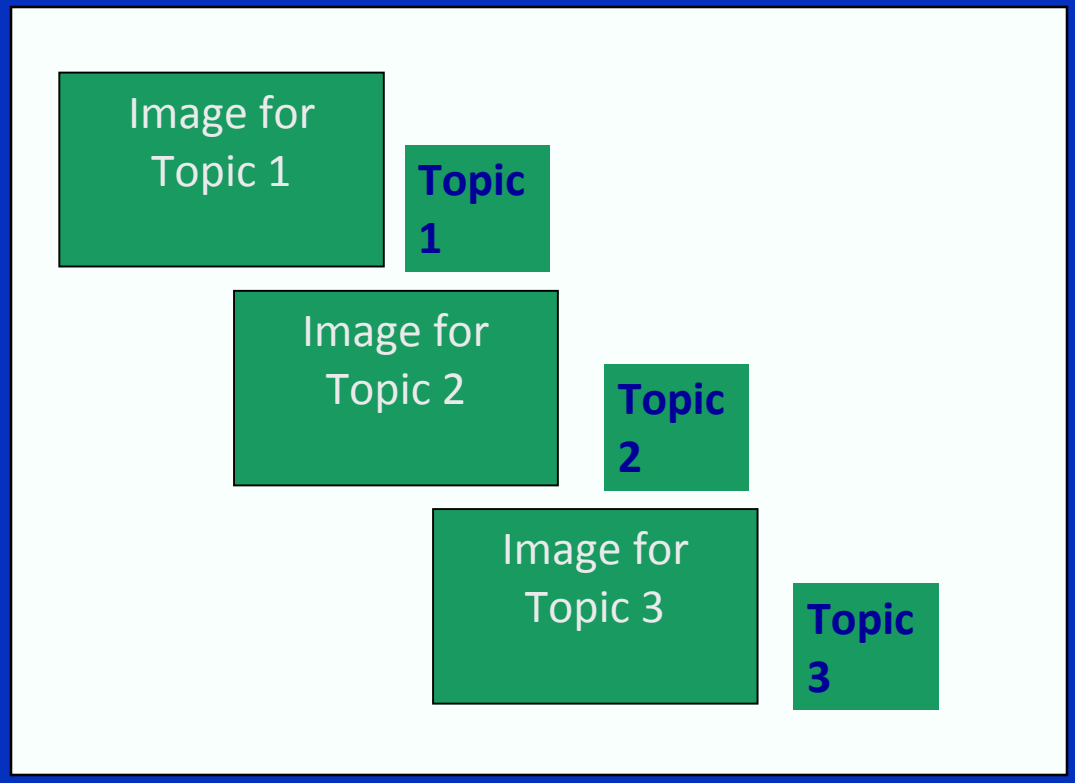
ACS National Meeting
April 20, 2010

Understanding Environmentally Important Processes at Liquid Surfaces

Geri Richmond
University of Oregon
ACS National Meeting

Use the title slide to connect with your audience

The “outline” slide should be a visual roadmap



The focus slide should be a visual roadmap

Presentation Outline

1. Introduction
2. Background
3. Methods
   - *experimental*
   - *theoretical*
4. VSFS studies of water surfaces
5. Studies of how gases adsorb on a water surface
   - *room temperature studies*
   - *low temperatures studies*
6. Studies of nitric acid at a water surface
7. Conclusions and future studies
8. Acknowledgements

This presentation shows the unique structure and reactivity that is present at water surfaces

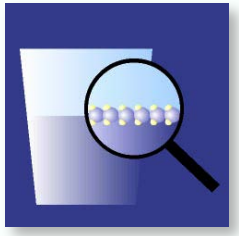
hydrogen bonding at water surfaces

gaseous adsorption at water surfaces

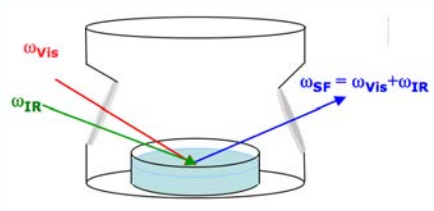
surface acidity of HNO_3 solutions

The methods slide should follow the same format

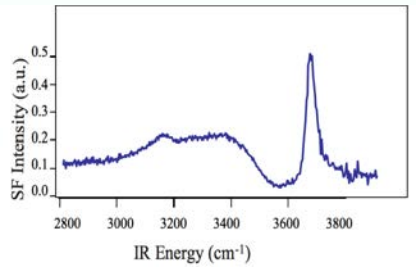
To probe the water surface we use surface vibrational sum frequency spectroscopy (VSFS)



The technique selectively probes the topmost layers of the interface

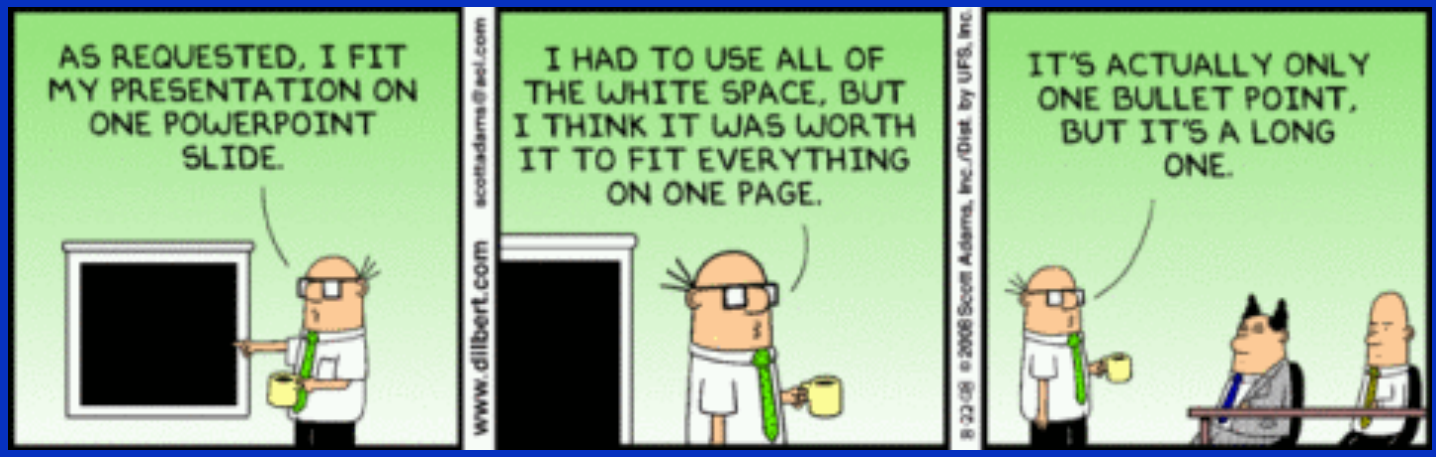


Tunable pulsed lasers probe the surface species



The resulting vibration spectrum measures surface molecules

The most difficult part is to consider what to include and what to exclude on each slide

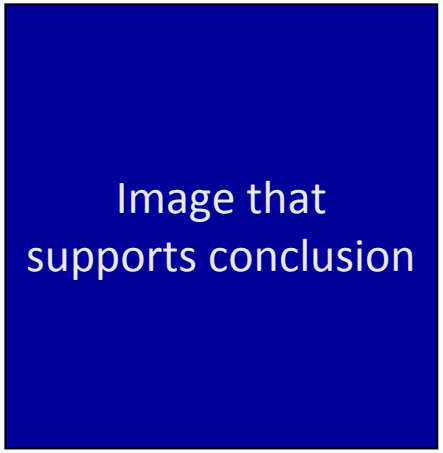


The summary slide headline states the most important assertion of the presentation

This sentence summarizes the most important conclusion of the presentation)

Supporting point (no more than two lines)

Another supporting point (parallel to the first)



Don’t use long lists that limit comprehension

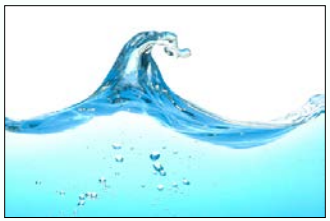
Summary of the This Presentation

- The amazing discovery that no one knew about
- Another remarkable discovery that you maybe knew
- A third fact that you might not have noticed
- And a fourth finding that only few people ever heard of
- Throw in a fifth discovery that I particularly like
- A sixth discovery that I didn’t have time to talk about
- And two final smaller discoveries that are also important
  - the one found in the noise
  - a second found by turning the data upside down

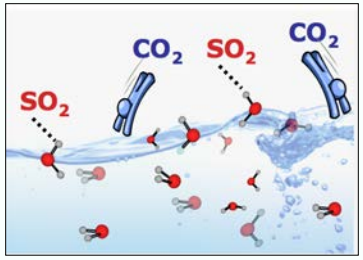
Avoid lists with more than four items.

The summary slide headline states the most important assertion of the presentation

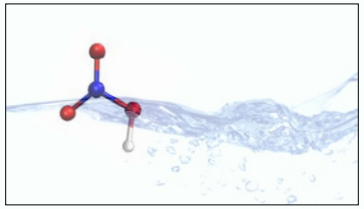
The surface of water has unique properties that control its chemical properties



Water participates in weak H-bonding at the topmost surface layers



SO_2 adsorbs at the surface whereas CO_2 quickly absorbs



Nitric acid is a weak acid at aqueous surfaces

Keep your audience engaged

Don’t read your slides!

Don’t talk to your slides!

Don’t apologize for your slides!

Limit the number of slides

Max: 1 slide per minute

And finally,

rehearse, rehearse and rehearse