

# TRANSLATING YOUR GRADUATE SCHOOL EXPERIENCE IN YOUR JOB HUNT

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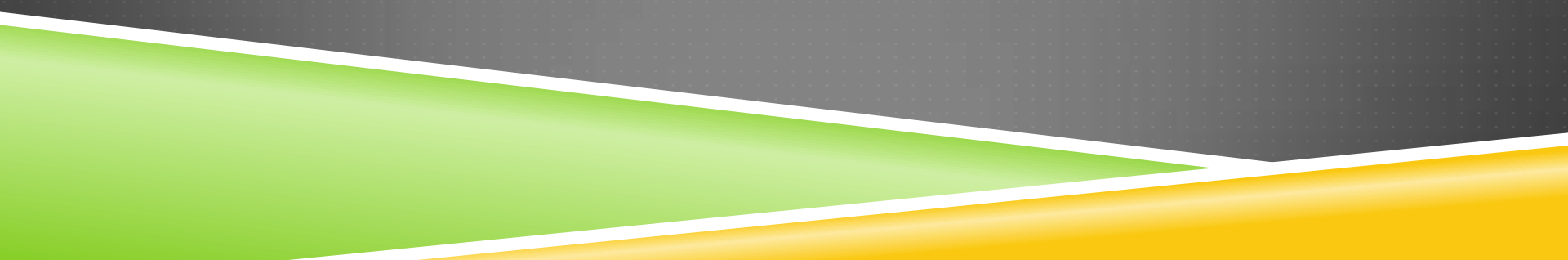
# CAREER SUCCESS EQUATION

- ▶ Graduate degree
- + Experience
- + Ability to articulate knowledge, skills and abilities
- + Meet demonstrated need
- + Effective job search strategy
- + Persistence
- + \_\_\_\_\_

CAREER SUCCESS!



# AGENDA

- ▶ What employers expect from graduate students
  - ▶ Translating your graduate school experience
  - ▶ Crafting a compelling story/message
  - ▶ Tips for maximizing graduate school experience
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# WHAT EMPLOYERS EXPECT

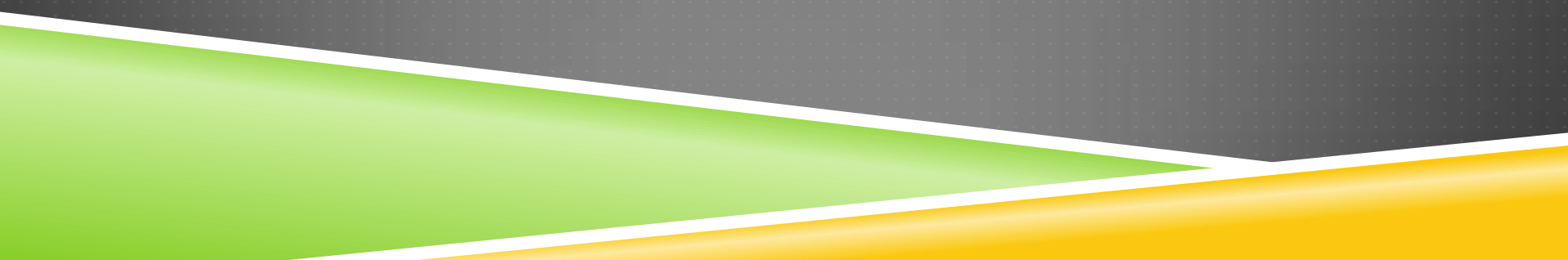
- ▶ Research skills
- ▶ Writing skills
- ▶ Critical thinking
- ▶ Complex problem solving
- ▶ Specialized professional knowledge
- ▶ Technical acumen
- ▶ Experience
- ▶ Professionalism
- ▶ Ability to “hit the ground running”



# THE GRADUATE STUDENT EXPERIENCE



# TRANSLATING YOUR EXPERIENCE INTO SKILLS

- ▶ Teaching classes
  - ▶ Writing dissertation/thesis
  - ▶ Presenting paper at conference
  - ▶ Serving on committee
  - ▶ Practicum
  - ▶ Others?
- 

# SKILLS AND QUALITIES SELF ASSESSMENT



# RESUME VS. CV

	Resume	Curriculum vitae
<b>Length</b>	Shorter is better	Length is an indication of accomplishment
<b>Focus</b>	Contribution based – how did you make a difference where you worked	Expertise based – what makes you an expert in your field
<b>Education</b>	Since business experience is most important, education is generally positioned after experience	Education is always at the top of the CV
<b>Experience</b>	Highlight job titles, companies and accomplishments in the job	Highlight teaching experience and positions related to the courses you want to teach - accomplishments in the job are not as important
<b>Additional items</b>	Board positions and association memberships might be added	Publications, research, presentations, and organization work
<b>Duration of experience</b>	Generally no more than 10 years of experience listed - if extremely pertinent 15 years	Experience, publications, etc. can go back as far as is pertinent - quantity and quality are viewed as important



# RESUME

## HEADINGS

### Job Seeker 1

- ▶ Education
- ▶ Fundraising Experience
- ▶ Community Organizing Experience
- ▶ Professional Memberships
- ▶ Personal Interests

### Job Seeker 2

- ▶ Education
- ▶ Programming Experience
- ▶ Design Experience
- ▶ Project Management Experience
- ▶ Technical Skills
- ▶ Certifications

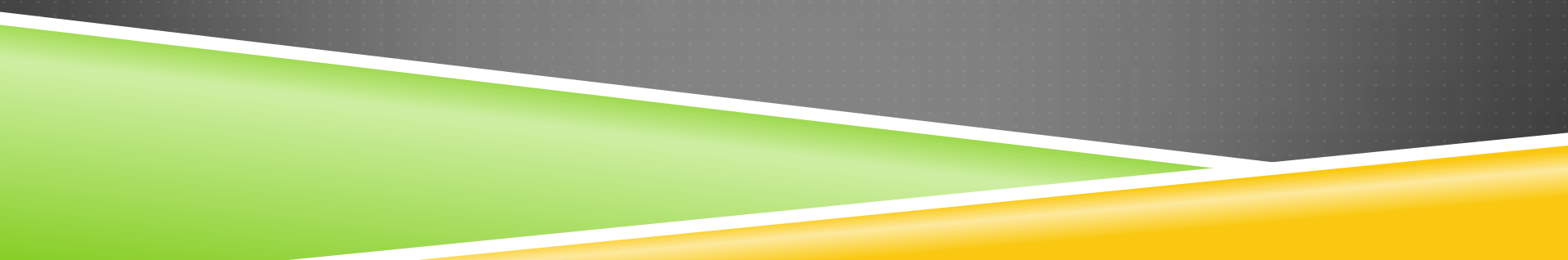
# RESUME

## PROFILE

Excellent verbal and written communication skills, honed from several years of teaching undergraduate students and presenting at conferences. Proficient using software packages such as Microsoft Access, FrontPage, SPSS, and SASS for analyzing data. Strong organizational, and leadership qualities as demonstrated by previous team projects.

# RESUME

## SUMMARY OF QUALIFICATIONS

- ▶ An experienced professional in ergonomics and human factors with specific applications in computer and peripherals design.
  - ▶ Technical and doctoral-level training with proven abilities in both design and testing to enhance product usability.
  - ▶ A committed team player with strong abilities to manage work groups and foster productivity.
- 

# RESUME

## SUMMARY OF QUALIFICATIONS

Highly accomplished professional with solid background in retail poised to transition successfully into transportation planning

- ▶ Intellectual agility to conduct research and analyze results
- ▶ Proven aptitude for organizing spaces for maximum visibility, usage and profitability
- ▶ Demonstrated problem solving and decision-making skills for developing and implementing incentive programs
- ▶ Proven team player with ability to motivate and inspire colleagues to work collaboratively

# RESUME

## EDUCATION

Include your thesis/dissertation title

- ▶ *Thesis:* “An examination of the Impact of Telecommunications on Learning Cognition”

List relevant course content

- ▶ *Coursework:* Ecotoxicology, human and ecological risk assessment, public health research methods

# RESUME

## EDUCATION

Summarize relevant skills gained

- ▶ *Skills:* Excellent technical and scientific writing ability, survey design and implementation, policy analysis

Describe special projects

- ▶ *Consulting project:* Conducted study for Goodyear Tires on economic and environmental viability of using scrap tires in construction industry

# CRAFTING YOUR EXPERIENCE INTO A STORY

- ▶ What did I do?
- ▶ Why did I do it?
- ▶ How did I do it?
- ▶ What was my impact?



# RESUME

## EXPERIENCE

**Researcher, Organizational Analysis Thesis:** “Factors Leading to the Success of a Non Profit Health Clinic”, George Mason University

- ▶ Compared 2 successful and 2 unsuccessful clinics based on state standards of care
- ▶ Designed qualitative survey instrument
- ▶ Conducted focus groups with patients
- ▶ Observed and interviewed key staff and senior leaders
- ▶ Published and presented findings at regional symposium on best practices for health administrators

October 20xx- May 20xx.



# RESUME

## EXPERIENCE

*Student Consultant*, School of Business, George Mason University

Advised Chief Executive Officer of iContact Corporation on sustainable business strategy **for client-based class project**.

Produced business plan outlining tactics for green purchasing, setting sustainability benchmarks, and integrating environmental sustainability into the company's core value structure. Spring 20xx.

# RESUME

## EXPERIENCE

*Teaching Assistant*, English Department, George Mason University

- ▶ Prepare lesson plans and organize materials to teach weekly American Literature and Introduction to English Grammar courses for 20 undergraduates each
- ▶ Manage gradebook and facilitate bimonthly review sessions which result in average of 9% test score increase for students who attend
- ▶ Collaborate with Professor and other TAs on establishing learning objectives and grading policies for the courses

August 20xx-present.

# RESUME

## EXPERIENCE

Students Promoting Environmental Awareness and Responsibility,  
Vice President, George Mason University.

Wrote articles for campus newspaper. Scheduled speakers. Hosted events to increase awareness of the importance of recycling. Secured **3,452** students signatures on petition and increased recycling in residential areas by **19.8%** over **2** year period. Efforts resulted in administration creating and filling full-time Recycling Coordinator position. August 20xx- May 20xx

# RESUME

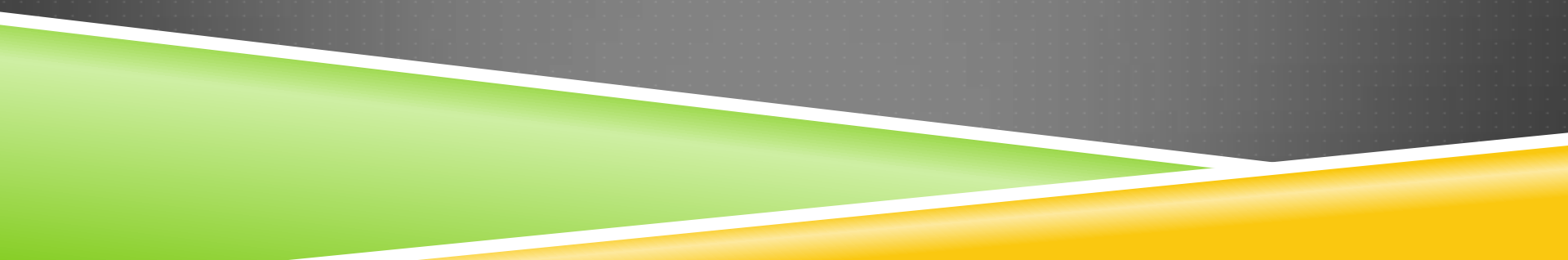
## EXPERIENCE

### **US Fish and Wildlife Service, Arlington, VA**

*Chief, Public Affairs:* Developed internal and external communications for 9,000 employee agency. Oversaw nearly \$2million annual operating budget. **Principal** author of agency's **first** comprehensive strategic communications plan. Initiated **complete** redesign of agency's web presence. 20xx-20xx

*Public Affairs Specialist:* Planned and executed short and long term media strategies to address broad spectrum of controversial issues. Conducted regular press meetings and organized press conferences with Service officials. Wrote and edited **national** news releases, fact sheets. 20xx-20xx

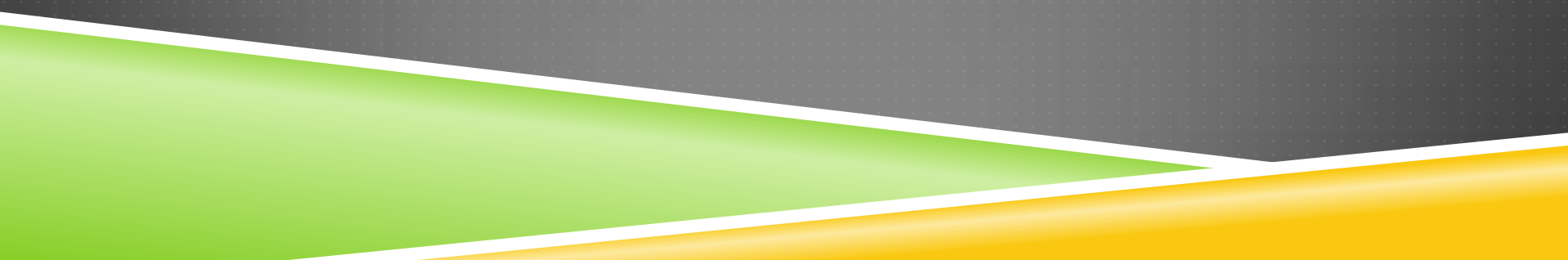
# INTERVIEW

- ▶ Tell me about a time when you managed a project independently.
  - ▶ Tell me about a time when you took a creative approach to solving a problem.
  - ▶ Tell me about a time when you successfully persuaded an individual or group to adopt one of your ideas.
  - ▶ Tell me about a time when you had to work with a difficult person.
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# CHECK-IN



# HOW TO MAKE MOST OF GRAD SCHOOL

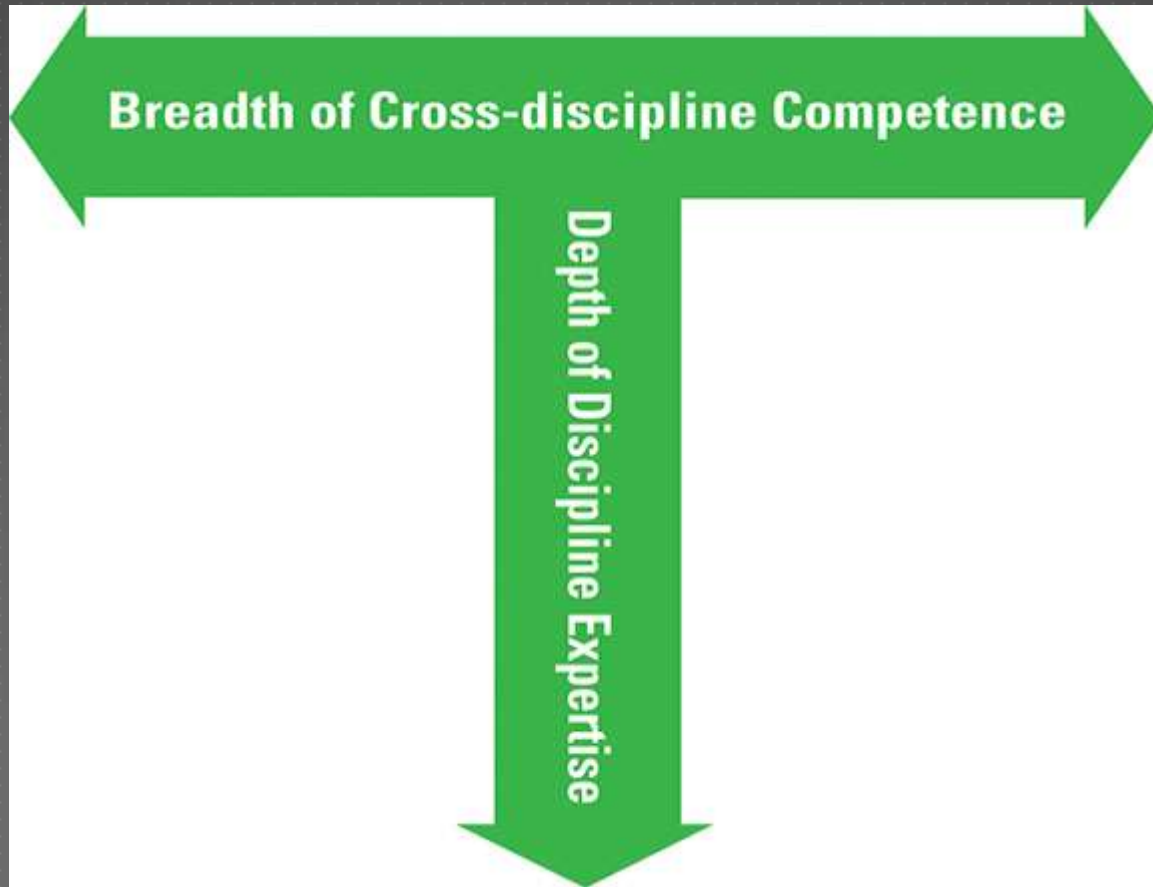
- ▶ Clarify your career goals
  - ▶ Gain breadth and depth of knowledge/experience
  - ▶ Combine theory and practice (performance learning)
  - ▶ Build relationships/find a mentor
  - ▶ Make a name for yourself
- 

# CLARIFY CAREER GOALS





# GAIN BREADTH AND DEPTH



# COMBINE THEORY AND PRACTICE

- ▶ Client-based projects
- ▶ Independent studies
- ▶ Practicum
- ▶ Internship



# BUILD RELATIONSHIPS

- ▶ Talk with faculty
- ▶ Get involved on campus
- ▶ Join professional associations
- ▶ Conduct informational interviews



# MAKE A NAME FOR YOURSELF

- ▶ Publish and present
- ▶ Create a blog, website, online portfolio
- ▶ Join LinkedIn and contribute to discussions



# SUMMARY

- ▶ What employers expect from graduate students
- ▶ Translating your graduate school experience
- ▶ Crafting a compelling story/message
  - ▶ Written and verbal
- ▶ Tips for maximizing graduate school experience
- ▶ Next steps?