How To Sell Your MCB Skills And Experiences

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I SAW YOUR JOB POSTING ONLINE, I KNOW WHAT YOU WANT.

I CAN TELL YOU I DON'T HAVE EXPERIENCE. BUT WHAT I DO HAVE ARE A VERY PARTICULAR SET OF SKILLS; SKILLS I HAVE ACQUIRED OVER A VERY LONG EDUCATION.
It is ok to feel this way!

LOVES SCIENCE

EXCEPT FOR PHYSICS, CHEMISTRY AND MATHEMATICS
My Journey

• Education:
  • Bachelor of Science in Human Biology
  • Master of Science in Molecular and Integrative Physiology

• Jobs:
  • Sponsored Projects Regulatory Administrator at Purdue University
  • MCB Academic Advisor and Social Media Coordinator
  • Comic and Gaming Convention Speaker

• Additional experiences:
  • Ladies Geeking Out Founder and Organizer
  • Gender Equality Activist
Believe in your degree!

• The more you believe in the choice of major you made, the better you will be able to market yourself to employers.

• Your passion for your own major shows potential employers your enthusiasm, your love of learning, your commitment, your dedication.
How do you acquire skills?

- Employment
- Laboratory courses
- Internships
- Travel
- Presentations
- Licenses/certifications
- Research
- Sports
- Volunteering
- Campus jobs
- Theatre/Music
- Computer skills
- Tutor/teaching assistant
- Student Organizations
- Leadership positions
- Mentoring
- Community involvement
Biology qualifies you for a variety of careers!

• In addition to subject-specific knowledge of biological systems and concepts, you are developing a range of practical and technical skills which are attractive to employers in all sectors, including:
  • Written and Oral Communication skills (report writing and presentations)
  • Team work skills (group projects, laboratory work and seminars)
  • Organizational skills
  • Confidently handle masses of diverse data and draw conclusions
  • Problem-solving, project and time management skills
  • Self-reliance and initiative
  • Foreign languages and cross-cultural knowledge (LAS major)
  • Research and information retrieval
  • Creative thinking
  • Learning and synthesizing new ideas
You’ve done more than you think!

Advertising/Promoting events
Public Speaking
Coordinating events
Supervising others
Enduring long hours
Decision making
Running meetings
Scheduling
Editing
Working collaboratively with diverse groups
Finding information
Raising Funds
Handling detail work
Displaying ideas graphically
Counseling people
Analyzing data
Investigating problems
Working under pressure
What do employers really want?

NEED EXPERIENCE FOR JOB

NEED JOB FOR EXPERIENCE
What do employers really want?

Someone that is…

- Enthusiastic and friendly
- Eager to work long hours and flexible
- Confident and sincere
- Willing to learn and relocate
- Assertive
- Curious and takes initiative
- Responsible, punctual, reliable
- Able to discuss ideas and options without being defensive

COMMUNICATE WELL AND RESPECTFULLY WITH OTHERS
Many employers accept applications from graduates with **ANY DEGREE SUBJECT**, so don't restrict your **SEARCH** to biology jobs only.
You know what you have and what they want... now what?

Before you start applying, think about what type of job you would like. If you are not sure, use job search websites!

- **Indeed.com** – aggregates postings from other job sites such as Monster and CareerBuilder which saves you time.

- **LinkUp.com** – only one that exclusively aggregates listings from company career web pages only. Helps avoid scams.

- **SimplyHired.com** – good mobile app that allows you to apply for jobs from your phone.
WHAT IF I TOLD YOU

THERE ARE JOBS OUT THERE
Team Administrative Coordinator

All times are in Central Daylight Time.

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- Outstanding written and verbal communication skills
- Ability to work independently and as an integral member of various teams
- Strong organizational skills, meticulous attention to detail and time management skills
- Ability to meet deadlines, prioritize assignments, juggle multiple tasks simultaneously and deal with highly confidential information
- Strong proficiency in Microsoft Windows, Outlook, Word, Excel, and PowerPoint
- Highly motivated; self-starter, strong customer service focus
- Works cooperatively with other team members, strong interpersonal skills

Arrangement of travel arrangements, weekly monthly time and expense reporting, graphic presentations and other related duties as required. Provide occasional support for consultant teams. Work with other Executive and Manager Assistants in a team environment to provide high-level support/coverage possible for Bain’s management staff.
Administrative Coordinator
International Society of Arboriculture - Champaign, IL
***IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE SUBMIT YOUR APPLICATION THROUGH OUR WEBSITE: http://www.isa-arbor.com/about/staff/staffEmployment.aspx ***

Decision Making/Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply common sense understanding to interpret and carry out instructions furnished in written or oral format.
- Ability to solve practical problems and deal with a variety of concrete variables.

Additional Competencies

- Strong customer relation and interpersonal skills and ability to work with a variety of individuals.
- Strong organizational competency.
- Self-motivated.
- Ability to handle multiple projects simultaneously.
- Willingness to learn new software, computer programs, or follow new procedures.
- Basic Math skills- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
Special Agent
Federal Bureau of Investigation ★★★★★ 216 reviews - Chicago, IL
As an FBI Special Agent, you will bring your skills, talents and integrity to a dedicated team working at the highest level to get ahead of threats, protect the American people and uphold the Constitution of the United States.

Though individuals of all backgrounds are highly encouraged to apply, we’re specifically seeking the following skills:

**SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)**
Accounting, forensic science, computer technology, cyber security, electronics, economics, finance, biometrics, encryption, data science, information technology, mathematics, chemistry, computer forensics, biology, and more. When people say STEM, you perk up because you know they are talking about you.

• **FOREIGN LANGUAGES:** You may have been raised speaking a language other than English, taught it for a few years or even participated in intensive learning before going overseas to use it. You know that your language skills can make a difference: Arabic, Yoruba, Mandarin, Tagalog, Russian, Spanish, Farsi, Punjabi, Pashtu, Urdu and more.

**KEY REQUIREMENTS**

**Minimum Qualifications:**

• Must be at least age 23 and not yet 37 at the time of your appointment. (Age waivers are available.)
• Must be able to obtain a Top Secret Clearance.
• Must possess a valid driver's license.
• Must meet the FBI’s physical fitness requirements.
• Must commit to serving as a Special Agent for a minimum of three (3) years.
V&V Supremo Foods is an industry leader in the fastest growing food category in both the retail and foodservice categories: premium authentic Mexican style food products. Founded in 1964 our family-based company is growing and building our organization to support an aggressive and exciting expansion strategy. Headquartered in Chicago we are building upon our commitment of quality, consistency and tradition through state-of-the-art manufacturing technology and progressive business practices. Our staff is inspired and highly committed to exceeding our customers’ expectations and needs.

**Primary responsibilities:**

- Prepare samples and perform tests, both microbiological and analytical
- Update testing records
- Monitor GMPs, sanitation and quality procedures established by the QC leadership team
- Ensure compliance with positive release program and SQF polices
- Maintain laboratory conditions, including sanitization, organizing, monitoring supplies, and reporting equipment issues
- Perform additional duties as assigned by QC or Plant Management personnel

**What you’ve done before:**

- Obtained a Bachelor’s degree from an accredited university; preferably in Chemistry or Biology
- Worked in a laboratory / testing environment in the food industry for at least two years
Biopharma/Science Staff Writer
BioCentury Inc. - Chicago, IL
BioCentury's Database Group has full-time openings for Biopharma/Science Staff Writers.

Interested candidates must submit both a cover letter and resume to be considered.

Biopharma/Science Staff Writers write for BioCentury's Week in Review Report and collect, categorize, input, and edit various types of data (e.g. clinical, financial, licensing and M&A transactions) that populate BioCentury's database platform BCIQ. The responsibilities include writing news items, data collection, data entry and data curation. Data collection may include reviewing company press releases and SEC filings, conducting phone interviews with company executives, and searching relevant sections of BioCentury archives.

The position requires at least an undergraduate degree in one of the following disciplines: Life Sciences (e.g. Biology), Business, Finance, Journalism, English, Economics or related fields. Relevant work experience is a plus.

All candidates will be asked to:

- Demonstrate the ability to write clearly and accurately to deadline
- Demonstrate the ability to multitask and quickly prioritize work assignments
- Demonstrate the ability to research, write and manipulate data through knowledgeable use of online technologies, including Access as well as Microsoft Excel and PowerPoint
- Demonstrate the ability to analyze, categorize and summarize key aspects of drugs in development, clinical trial data, company financial data, and licensing transactions
- Demonstrate the ability to communicate effectively with information sources and colleagues in a professional manner
Start a list of all the things you have done and what skills you have obtained as a biology major.

Include these experiences and skills in your resume!
“Leadership-oriented with strong work ethic and moral compass.”

“Creative problem-solver who excels at identifying efficient methods to correct situations, and following through to implementation.”

“Exceptional interpersonal communicator who collaborates effectively with individuals at all levels — from students to deans, and fosters cooperation among diverse individuals and organizations.”

“Disciplined and highly organized self-starter who coordinates, manages, and juggles multiple committees, numerous daily meetings, as well as a demanding school load.”

“Computer-proficient performer with skills covering operating systems, including Windows and Mac OS, as well as software applications including, Java, HTML, Excel, PowerPoint, Minitab, Access, Word, and Outlook.”
Take Advantage of Cover Letters!

• The cover letter uses more narrative language to help the employer see the connections between your biology major skills and the employer’s needs.

• It is also a showcase for your writing skills. The very fact that your education has prepared you to craft a compelling, well-written cover letter will make a big impression on employers.

• When brainstorming skills to describe in your cover letter, remember that your total college experience helped you develop skills.
  • For example, your involvement in extracurricular groups probably showed your leadership and teamwork skills.

• Research the company or organization you are applying to. Find keywords that they might want to see in a cover letter.
Sell Yourself during Interviews

“Why should I hire you over every other candidate? What makes you special?”

“Because I know that the one constant in organizational life today is change. I know your company will undergo change, and my strong biology education has prepared me with the flexibility to adapt to the changes I’ll inevitably face.”

“The cultural awareness I’ve developed as a result of my solid liberal-arts education prepares me to collaborate in a team-oriented and diverse workforce.”

“My high energy and quick learning style enables me to hit the ground and size up problems rapidly. I have the ability to stay focused in stressful situations and can be counted on when the going gets tough. I'm confident I would be a great addition to your team.”
• It is unlikely you will have your “dream job” right out of college, but job experience will help you achieve it.

• Think about the things you would enjoy in a work setting:
  • Are you extroverted or introverted?
  • Do you prefer working outside or inside?
  • Would you like to have an 8-5 job or one with more flexibility?
  • What type of benefits do you want/need?
  • Are you looking to move up that specific position/company or gain experience and move on to something else?

• Things you do outside of your academics MATTER.
  • Think wisely about what student organizations you want to join.
  • Use general education courses or electives to strengthen a skill or skills you feel you are lacking.

• Go to Career Fairs! See what employers are looking for, talk to them!
  • If you are shy, most employers will have business cards with their contact information or visit the company’s website. Reach out to them by email.

• BELIEVE IN YOUR MAJOR.
Questions?

LET'S CELEBRATE

I APPLIED ONLINE TO 107 COMPANIES TODAY!!