The Job/Internship Search

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The Career Center

Overview

• Career Development Process
  – Breaking the BHAG
  – Establishing the goal
• Documents
• Search Tools and Timing
• Interviews
• Networking
The BHAG – Big, Hairy, Audacious Goal

I want to help people.
I want to work aboard.
I want to make a lot of money.
I want to work with animals.
I want to work in science….or not.
I want to cure cancer.
I want to do research….or not.

Biologist? What kind?

- Agronomist
- Animal Scientist
- Aquatic Biologist
- Astrobiologist
- Biochemist
- Bioinformaticist
- Biologist
- Biomedical Scientist
- Biophysicist
- Biotechnologist
- Botanist
- Computational Biologist
- Conservation Biologist
- Ecologist
- Entomologist
- Environmental Scientist
- Epidemiologist
- Evolutionary Biologist
- Geneticist
- Herpetologist
- Ichthyologist
- Immunologist
- Lepidopterist
- Marine Biologist
- Meat Scientist
- Medical Scientist
- Microbiologist
- Molecular Biologist
- Mycologist
- Neuroscientist
- Nutritionist
- Ornithologist
- Pathologist
- Pharmacologist
- Physiologist
- Soil Scientist
- Toxicologist
- Weed Scientist
- Wildlife Biologist
- Zoologist
Function?

- R&D
- Regulatory Affairs & Compliance
- Quality Assurance
- Technical Support
- Technical Writing
- Sales & Marketing
- Consulting
- Project Management
- Statistics & Data Management
- Facility Manager
- Project Manager
- Government Affairs
- Manufacturing & Production

Type of Organization

Academia
- Research Institution
- Teaching Institution
- Public-Private Intersection: Research Park

Governmental Agencies
- NIH, FDA, NSF, CDC, USDA, EPA, NRCS
- DoD, DoE, FS, BLM, NPS, FWS, FSIS

Private Sector
- Fortune 500
- Boutique Firm
Define the BHAG. Begin the LIFELONG Journey.

Major ≠ Career
Degree ≠ Job
Advanced Degree ≠ Better Job

The Search Begins with You

Skills – I have the ability to do this
Interests – I like doing this
Values – I am committed to doing this
Career Development

- **Awareness**
  - Values, interests, leadership style, personality traits, opportunities

- **Exploration**
  - Professional goals, occupations, industries, sectors

- **Experience**
  - Undergrad research, internship, professional meetings, seminars, lab job, student orgs

- **Express**
  - Resume/vitae, personal statement, interview

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The Documents and Your Brand

- The “everything” resume
- Customized application documents
  - Resume
  - Cover letter
  - References

- Your Brand
  - LinkedIn
  - Personal Interactions
  - Substantiation by others
Resume Rules by J. Neef

1. One-page – *almost* always for new college grad
2. Perfect spelling and grammar
3. Effective use of margins, font, white space, bold, italics, etc.
4. Do not use acronyms
5. Do not use a template
6. Flexible, living document with a unique purpose

Sections of a Typical Resume

**Essential**
- Contact
- Education
- Relevant Experience
- Leadership Experience

**Optional**
- Objective or Summary
- Other Experience
- International Experience
- Research Experience
- Unique Skills, Certifications, and Licenses
- Honors
- Interests
Your Treasure Chest of Qualifications

- Education
- Relevant Experiences
  - Work/Internship
  - Research
  - Classes and Projects
  - Military
- Campus Involvement
- Interests and values

What Do Employers Want? Class of 2013

<table>
<thead>
<tr>
<th>Skill/Quality</th>
<th>Rating</th>
<th>Skill/Quality</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to verbally communicate with persons inside and outside the organization</td>
<td>4.63</td>
<td>Ability to analyze quantitative data</td>
<td>4.30</td>
</tr>
<tr>
<td>Ability to work in a team structure</td>
<td>4.60</td>
<td>Technical knowledge related to the job</td>
<td>3.99</td>
</tr>
<tr>
<td>Ability to make decisions and solve problems</td>
<td>4.51</td>
<td>Proficiency with computer software programs</td>
<td>3.95</td>
</tr>
<tr>
<td>Ability to obtain and process information</td>
<td>4.46</td>
<td>Ability to create and/or edit written reports</td>
<td>3.56</td>
</tr>
<tr>
<td>Ability to obtain and process information</td>
<td>4.43</td>
<td>Ability to sell or influence others</td>
<td>3.55</td>
</tr>
</tbody>
</table>

NACE Job Outlook 2013
Perceived Gaps in Skill Set

Importance
Satisfaction

How important is GPA?

Percentage of Employers

NACE Job Outlook, 2011

NACE Job Outlook, 2012
Search Tools

• I-Link (careercenter.illinois.edu)
  – Searchable database for jobs/internships, info sessions, workshops, etc.
  – Employers seeking ILLINOIS students
    • Active postings = ~1080 I & 2250 FT
    • ~8,000 interviews already scheduled this fall
  – Career Fairs
  – Workshops and Informational Sessions

Search Tools

• Job Boards
  – Company – what companies are of interest
  – Niche – Internships.com; biologyjobboardnetwork.com
  – Professional Organizations – conbio.org; American Society of Cell Biology
  – Vertical – Indeed.com; SimplyHired.com
  – Government - usajobs.gov/StudentsAndGrads
  – LinkedIn
Search of Indeed.com

- Search “life science” and “intern”
- 49 positions
  - Life Science and Chemical Engineering Internships at Novozymes - Franklinton, NC
  - Development Science Intern at Danaher - Chaska, MN
  - Company Communications Intern at Beckman Coulter - Brea, CA
  - Quality Intern at Abbott Medical Optics - Lake County, IL
  - Quality Risk Management Intern at Danaher - Chaska, MN
  - Chemical Intern at Lab Support - San Diego, CA
  - Research & Development Intern at Schreiber - Green Bay, WI
  - Product Marketing Intern at Agilent - Wilmington, DE
  - 2012 Public Relations Intern at Ogilvy - Los Angeles, CA

Search Tools

- Networking, Networking, Networking
- Who knows that you are seeking a job or internship?
  - EVERYONE!
- On-campus
  - 3,755 unique employers recruited at Illinois last year
  - 1,463 employers attended a career fair last year
- LinkedIn
- In-person & Informational Interviews
Timing of Your Search

• Type of Organization
  – Large, for-profit
  – Governmental
  – On Campus Lab or Opportunity
  – Small, private
• Requires persistence
  – Do not give up!
  – Tune out the early success of others!
• Dedicated time each week

That Is It!
Found Another One!

• Customized application documents
  – Apply as soon as you are able
• Follow instructions COMPLETELY
• Print hard copy of job posting
• Follow-up
  – Who do you know? Who can you find?
• Stay organized
The Interview

• Research position and organization
• Learn as much about the process as possible
• Practice, practice, practice
  – Tell your story
  – Mock interview, friends, talk to yourself
  – STAR method
• Prepare your own questions
• Dress for success
• Follow-up with a thank-you note
  – Be persistent
• Reflect

Effective Use of Time

- Awareness: 10%
- Exploring/Searching: 30%
- Application and Selection: 45%
- Reflection/Organization: 15%
Get Results
Develop SMART goals; no BHAG’s

**SPECIFIC, MEASURABLE, ATTAINABLE/ACTIONABLE, REALISTIC AND TIMELY**

- I will begin discovering my skills, interests, and values now!
- I will rewrite my resume this week.
- I will attend four networking events this semester and connect with one person at each.
- I will spend 2 hours every Saturday searching for a job that is aligned with my professional goals.
- I will research three companies/organizations that are doing what interests me.
- I will be able to answer the question – “So, what are doing after graduation?” at Thanksgiving dinner.
- I will be able to answer the question – “So, what if you do not get in?” at Thanksgiving dinner.

Get Results
Write Your Story

- Focus on the beginning and plot
  - The end yet is to be determined
  - Be ready for unexpected turns and take advantage of them
- Classes, work, campus involvement
- Resume
- LinkedIn

UNIVERSITY OF ILLINOIS
Get Results
Tell Your Story

• To EVERYONE!
• To hiring managers
• Does it resonate with the audience?
• Do you believe?
  – Have confidence in where you are going and your preparation to be successful
• Who will substantiate your story?

Get Results
Take Advantage of Your Resources

• The Career Center
  – Skills, values, interests
  – Job/internship search
  – Application documents
  – Interview preparation
• MCB Advising Office
• Alumni and Professionals
More than Medicine
Careers Opportunities with your MCB Degree

Wednesday, November 7, 5 pm, 161 Noyes

Susan Bickner, ’09 MCB
Sales Consultant, Vitera Healthcare; previously with Baxter Healthcare

Nneamaka Ezema, ’05 MCB
Clinical Trail Monitor, PRA International, previously with Cepheid and Abbott

Beth Neighbors, ’10 MCB
Business Development Manager, Computer Aided Technology, Inc.; previously with Aerotek Scientific

Allison Palmer, ’11 MCB
Pursuing Master degree in Medical Biotechnology; previously with AndersonBrecon and Alzheimer Association

Bradford Schwartz, ’08 MCB
Manager of Strategic Initiatives, Chromatin, Inc.

Summary

• Search begins with awareness
  – Skills, interests, values
  – Occupations, industries, companies, sectors, etc. that fit

• Set realistic timelines and goals; be committed and dedicated

• Prepare the “everything” resume

• Be organized

• Launch a focused search

• Submit customized documents

• Get ready for interviews

• Further develop and adapt your strategy

• Network, network, network

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Questions?

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