

Your Career is *NOW*

You are already a professional

Prepare for your career *during your program*
– lightly but consistently –



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Professional preparation involves a strategic mindset + some initiatives

1. **Start conversations to build professional relationships**

2. **Participate in events that get you hired**

3. **Log your accomplishments** (technical and interpersonal)



It's much easier to get the kind of job you want if you think & act now!

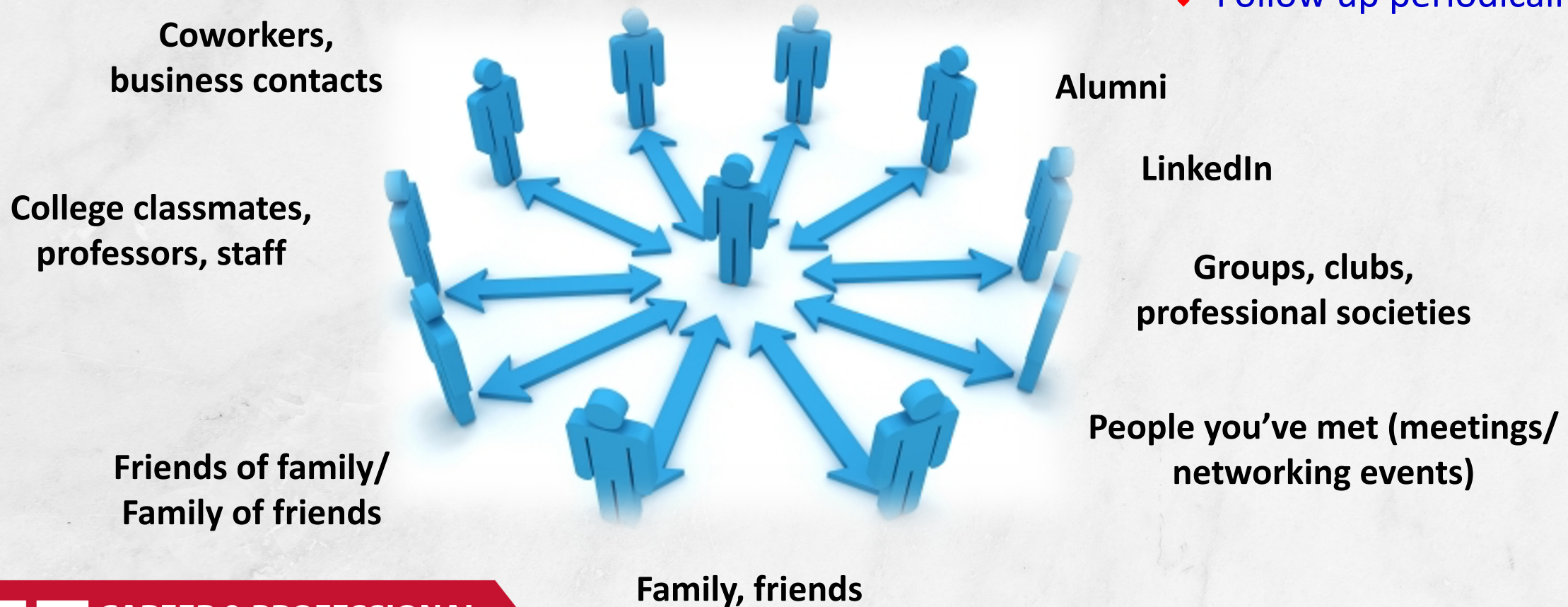


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1. Start conversations – Build professional relationships

- ❖ Start with brief conversations, about *them*
- ❖ Ask questions, offer value
- ❖ Follow up periodically



Make a Quick Connection

Find a partner (someone you *don't* know)



Find out more about each other in 2 minutes:

- What got you interested in your field?
- Your most **ridiculous Halloween costume** ever?

Step 2: Participate In Events That Get You Hired

Career Fairs Employer Panels Info Sessions
Professional Meetings



Fall **Career & Internship Fairs**



Spring **Career & Internship Fairs**



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3. Log Your Strengths

Log Your Accomplishments

What have I done? <i>(Projects, Jobs, Service, Initiatives)</i>	What did it take? <i>(Skills, Qualities, Expertise)</i>
Barista/Cashier at a bakery	<ul style="list-style-type: none"> • Teamwork & Customer service • Performing under pressure • Multi-tasking & Time Management • Problem solving • Organizational Skills
Repaired old Mustang engine with parent	<ul style="list-style-type: none"> • Quick learning • Technical skills & Resourcefulness • Collaborative problem solving

*Think back at least each semester:
and briefly log those experiences & skills*

How Is Industry Different from Academia?



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Communicating with Nonacademic Work Audiences

Different context, so different needs

- **Start with the 'End'**: Results – Contributions – Impact
(preview Conclusions + how they *apply* to their needs)
- Pace is brisk
- **DO** vs. Know
- Expectations based on keeping the organization ***competitive***



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Address *Audience and Purpose* (different in academic and industry contexts)

Academia
Methodology
• Fact
Fact
Fact
therefore
Conclusions



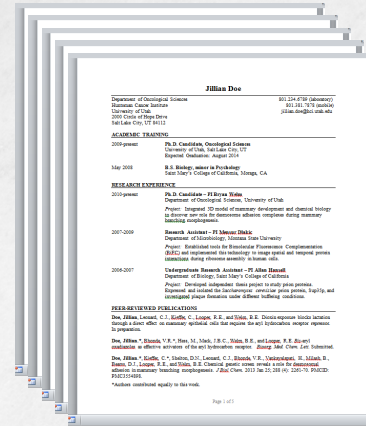
Communicating outside Industry: *Start with the Main Point*

Academia	Industry
<p>Methodology</p> <p>Fact</p> <p>• Fact</p> <p>Fact</p> <p>therefore</p> <p>Conclusions</p>	<p>Conclusions + Recommendations based on</p> <p>Fact</p> <p>Fact</p> <p>Fact</p> <p><i>(See Methodology in Appendix)</i></p>

Base Skills

- CV to Resume
- Interviewing
- Negotiating

Common CV categories



- Summary
- Education
- Research Experience
- Teaching Experience
- Professional Experience
- Publications
- Presentations & Posters
- Grant Funding & Scholarships
- Honors and Awards
- Committee Work
- Service & Outreach
- Society Memberships

Resume = Summary *tailored to show your match*

- Summary
- Education
- Technical Skills (summary)
- Experience
- Honors and Awards
- Leadership & Service
- *Selected Publications*

Xxxx Yyyyy	
xxx.yyyy@gmail.com 801.123.4567	
www.linkedin.com/in/xxxxyyyy	
SUMMARY	<ul style="list-style-type: none">• Two years' experience designing catheters for cardiac resynchronization lead implantation• Adept at applying biophysical theories to solve engineering problems• Specialized in developing electrophysiology research methods and experimental protocols• Collaborative with cross-functional teams at all stages of product development• Skilled at mentoring and training in technical procedures and protocols
EDUCATION	<p>PhD, Bioengineering, <i>Electrophysiology and Biophysics</i> University of Utah, Salt Lake City, UT GPA: 3.98 Fall 2013</p> <p>BS, Mechanical Engineering University of St. Thomas, St. Paul, MN GPA: 3.68 May 2008</p>
RELATED EXPERIENCE	<p>Research Assistant Zaitsev Lab, University of Utah, Salt Lake City, UT August 2008 - present</p>

Bullet accomplishments, not job tasks:

From: "Researched risk factors for kidney cancer."

To: "Identified 3 risk factors for kidney cancer: x, y, and z."

	<ul style="list-style-type: none">▪ Taught undergraduate students cardiac anatomy and basic electrophysiology.▪ Coached students on scientific research techniques and laboratory basics.
	<p>Clinical Trial Technician University of Utah Hospitals and Clinics, Salt Lake City, UT March 2011 - October 2011</p> <ul style="list-style-type: none">▪ Collected patient vitals during clinic visits for pharmacological clinical study.▪ Labeled and distributed patient samples to appropriate testing sites.▪ Administered drug doses to patients and recorded compliance.
SPECIALIZED SKILLS	Confocal Microscopy • Optical Mapping • Pre-clinical Animal Studies • Image Processing • Data Analysis • Prototype Development • Bench-top Testing • Computer Aided Drafting • Microsoft Office Suite • Java & Matlab Programming • R Statistical Software
PROFESSIONAL AFFILIATIONS	American Heart Association • Biophysical Society
SELECTED PUBLICATION	Yyyyy, X, et al. "Detection of Mitochondrial Depolarization/Recovery During Ischaemia-Reperfusion Using Spectral Properties of Confocally Recorded Trimm Fluorescence." <i>J Physiol</i> (June 2013). http://tinyurl.com/xxxxyyyy-publications



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Interviewing



Address these implicit questions:

- ***Can you do the job?*** Be ready with 3-5 top relevant strengths + supporting experience as evidence
- ***Do you want to do the job?*** Be interested: *their* company, *their* challenges, *your* solutions
- ***Will we enjoy working with you on the job?*** Come across as interesting, resourceful, good to work with. Enjoy the conversation!

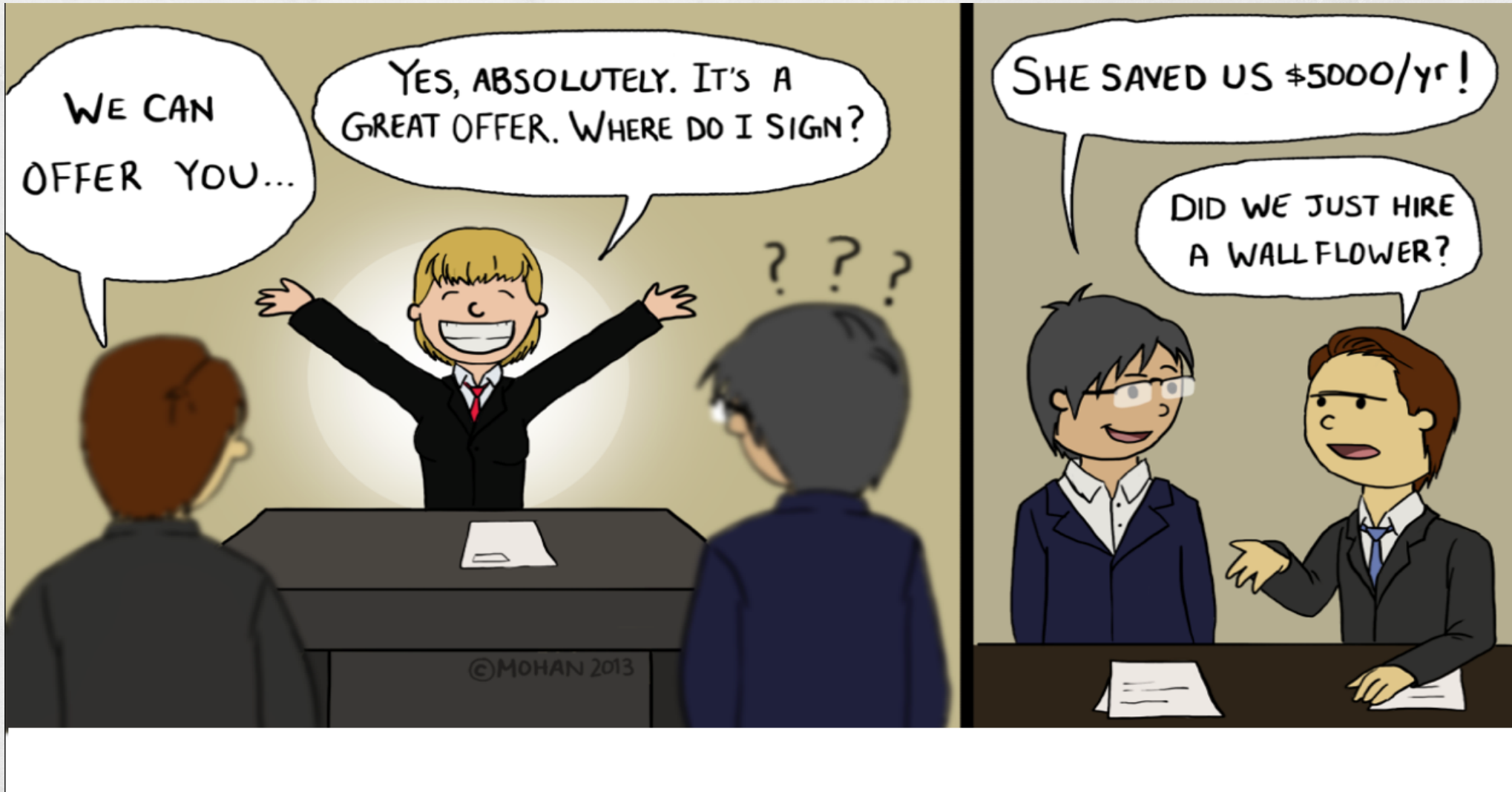
Negotiating

(Yes you can)



But why Negotiate?





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Negotiation Strategy:

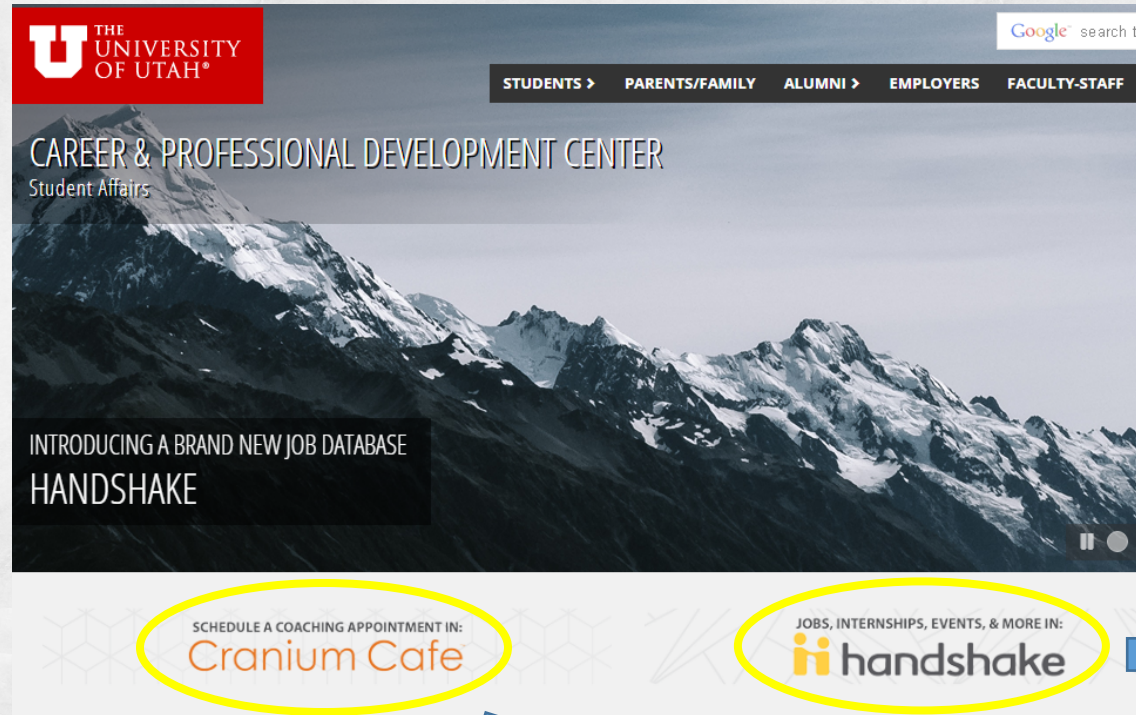
Your salary research + your relevant strengths



- It's **collaborative**.
- Do your **salary research** *before* you even interview ([payscale.com](https://www.payscale.com), [salary.com](https://www.salary.com), [glassdoor.com](https://www.glassdoor.com))
- Recap the **top strengths** you bring + **potential contributions**

Also: Use our Resources **Meet with your**

CPDC Website



Job Search

Networking

Resume Design

Interviewing

Negotiation

Career Center > Resources
> CareerShift (C|S)

Graduate Career Coach

Remember!

1. Start conversations - Make connections



2. Log your strengths (soft skills & hard skills)

Log Your Strengths						
Initiative	Leadership	Teamwork	Communication	Analytical Skills	Problem Solving Skills	Strong Work Ethic
What have I done? (Projects, Jobs, Service, Internships)	What did it take? (Skills, Qualities, Expertise)					
Ranked 1st in my class						
Required old Mustang engine with parts						

3. Participate in events that get you hired



Thank You!