



**GET YOUR GAME ON: ACQUIRE AND DEVELOP THE
SKILLS NEEDED FOR APPLYING, NEGOTIATING AND
LANDING A STEM-RELATED JOB**

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Agenda



Learn about yourself – how and where do you thrive?



(Human) resources available to you on campuses



Tools to find positions, research jobs, make connections, and network successfully



Resumé v. CV



Cover letters and thank you notes – your COM 101 class in action?



Resources for salary and benefits negotiation

Learn about yourself – how and where do you thrive

Strength Finder tools and Personality Assessments

Consider taking personality assessments such as:

- Myers-Briggs
- Disc
- Clifton Strengths

Contact the Stuckert Career Center to set up an assessment at 859-257-2746 or ukcareercenter@uky.edu

How Do I
figure out my
likes/dislikes?

RESEARCH companies and their culture online research on companies

- Glassdoor
- Handshake reviews
- Check on their mission, vision or Credo/Mantra

INTERNSHIPS/RESEARCH EXPERIENCES

- Assess an organization's culture, collegiality and work environment by completing a research experience, internship or even shadowing experience

(Human) resources available to you on campuses

- Meet with your grad advisor (Faculty Advisor, grad school advisor or mentor)
- Seek out Career Services in your field/college/school
- Writing Center or Centers for Teaching and Learning
- Grad School Career Services (if available)
- Possibly Employee Career Services

Tools to find positions, research jobs, make connections, and network successfully

Professional Conferences and Societies

- Network with colleagues at conferences
- Attend mixers and career fairs at conferences
- Check if your society's website has a job board

LinkedIn Groups

- Follow companies you are interested in
- Join groups that represent your interests and skills
- Check out jobs posted and recommended

Co-Authors and Colleagues working in your field

- Let co-authors at other schools know you are looking for a position
- Let your advisor(s) know what you are interested in (faculty v. industry v. research scientist)

Tools to find positions, research jobs, make connections, and network successfully, cont'd

Online Job Search Tools

Industry Jobs:

- Handshake, <http://uky.joinhandshake.com> – a tool that includes faculty, industry and research positions (but industry position heavy); open to all UK students and alumni
- LinkedIn has a pretty robust job board: <https://www.linkedin.com/jobs>
- Indeed and Glassdoor are always good bets

Academic Jobs:

- Aurora's Beyond the Professoriate: <https://gradschool.uky.edu/aurora-beyond-professoriate>; Includes self guided courses on academic or industry careers. As well as spotlight videos with PhDs and their job-search
- HigherEdJobs; <https://www.higheredjobs.com/> for positions in higher education, incl. faculty positions
- Inside Higher Ed has job boards and career advice, including for “dual career search tool if you and your partner are trying to land in the same region.; <https://careers.insidehighered.com/jobs/>
- Higher Education Recruitment Consortium: <https://main.hercjobs.org/>

Tools to find positions, research jobs, make connections, and network successfully, cont'd

Organize your Job Search


Create an Excel Sheet or use apps to help you track your applications and include:

- **Company Name** - The name of the organization you're applying to.
- **Contact** - Your point of contact at the company; probably who you addressed your cover letter to, such as a Director of Human Resources or Office Manager.
- **Email** - The email of your point of contact, or, if preferred, a phone number.
- **Date Applied** - When you submitted your application.
- **Application Summary** - What you submitted: a cover letter, resume, and any additional materials, like a portfolio or reference list.
- **Interview** - When your interview is scheduled.
- **Follow-Up** - Did you send a [thank you email or letter](#)? If so, indicate here.
- **Status** - If you were rejected, offered the job, asked in for a second interview, etc.

Source: <https://www.thebalancecareers.com/organize-your-job-search-2060710>

Tools to find positions, research jobs, make connections, and network successfully - LinkedIn

LinkedIn Job Search Checklist Introduce yourself to your next employer on LinkedIn.

 In this checklist, we will walk you through how to attract employers, grow your professional skills, and connect to new job opportunities through a great LinkedIn profile.

STEP 01 Create a LinkedIn Account

DID YOU KNOW? **9 out of 10 employers** use LinkedIn during the hiring process.

- Set Up Your Account**
Go to www.linkedin.com, and follow the instructions to create your new Member account.
- Import Your Contacts**
See who you already know on LinkedIn by importing your email contacts.
Only add those contacts you know well as connections on LinkedIn.
- Add a Photo**
Receive up to **21x** more views and **9x** more connection requests by adding a profile photo. If you don't have a profile-worthy photo, move on to the next step. Later, when you are in the app, you can use your phone to take, upload, and **edit a photo**.
Use a headshot and smile naturally, making it easy for connections and recruiters to see you.
- Download the Mobile App**
Add your mobile phone number and LinkedIn will send you a link to download and install the LinkedIn Mobile App on your phone through [Google Play](#) or the [App Store](#).
After you download the mobile app, you can also import your phone's contacts.

Be great at what you do
Get started - it's free.

First name


Last name

Email

Password (6 or more characters)

By clicking Join now, you agree to the [LinkedIn User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

Join now



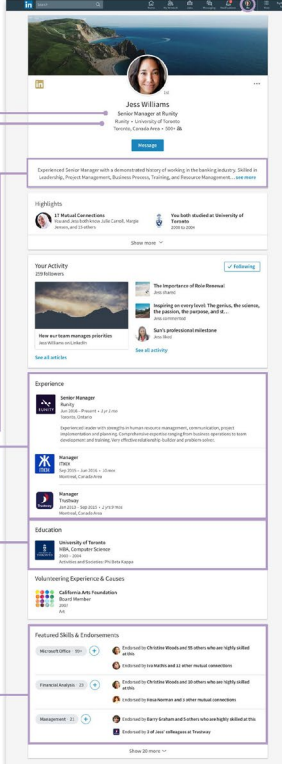
WELCOME TO LINKEDIN!
You are now part of the world's largest professional network with over **500 million members** in over 200 countries. Now let's complete your profile!

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STEP 02 Build a LinkedIn Profile That Attracts Employers

DID YOU KNOW? **50% of hiring managers** decide to contact an applicant based on their LinkedIn profile.

- Edit Your Profile**
Click the "Me" heading in the top navigation. Select "View profile" to start editing.
- Headline**
Stand out with a headline that describes your skills and desired job.
Try starting with: (Desired title) with (key skill) seeking new opportunity in (preferred industry).
- Industry and Location**
List your industry to connect to relevant jobs, events, and trending articles. Add your location to become **23x more** likely to be found in LinkedIn searches.
- Summary**
Briefly share your professional story. Be sure to include experience, skills, and interests. This is the **#1 thing** recruiters look at when viewing profiles.
- Work Experience**
List your current and past jobs, including your employers and details on what you accomplished. Members with more than one position are up to **36x more** likely to be found by recruiters.
- Education and Certifications**
Add the school(s) you've attended and the degrees or certifications you've earned. Members with education information are messaged up to **17x more** by recruiters.
- Skills**
List skills that are relevant to your previous work history. Members who have five or more skills listed are contacted **31x more** by employers and other LinkedIn Members.
- Privacy Settings**
Control what others see about you and what types of notifications are sent out to your connections.
- Extra Credit: Custom URL**
Create a personalized URL and easily share your profile on your business card, resume, or email signature.



WELL DONE!
You are now ready to be found by employers and other Members on LinkedIn. The next step is to expand your job search support system by building your LinkedIn network.

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Tools to find positions, research jobs, make connections, and network successfully - LinkedIn

STEP 03 Build Your LinkedIn Network

DID YOU KNOW? 70% of people were hired at a company where they had a connection.

Discover Existing Connections Click the "My Network" heading in the top navigation to find and connect with people you know on LinkedIn.

The recommendations in this section improve as you add connections. Check back frequently as your network grows.

Search for New Connections Use the search bar in the top navigation to find new connections by name, company, or school. Then filter results based on your mutual connections.

You can also filter based on "Connections of," which is a quick way to find connections based on others in your network.

Message Connections Send messages to your connections directly from the LinkedIn messaging page, your connections page, or their profile page.

Add Value Give and ask for recommendations and endorsements from the connections who know you well.

LinkedIn is a network where Members help Members. The best way to receive value is to provide value to others.

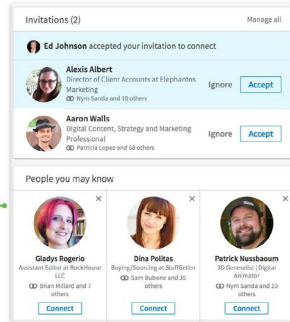
STEP 04 Search and Apply for Jobs on LinkedIn

DID YOU KNOW? There are over 10 million employers and 7.5 million monthly job postings on LinkedIn.

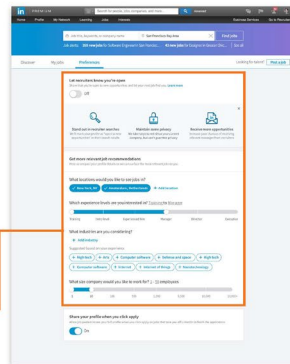
Get the LinkedIn Job Search App Download the LinkedIn Job Search App from Google Play or the Apple App Store to see new job notifications quickly.

Set Career Interests Update your career interests, including potential job titles and locations to help LinkedIn suggest more relevant job recommendations.

Let employers know you are actively searching and available for a new job by turning on the **Open Candidates** setting.



NICE WORK EXPANDING YOUR LINKEDIN NETWORK! With help from your network, you're now ready to present your best professional self to your next employer.



Search for Jobs Search for job openings by keyword, job title, company, location, function, industry, experience level, and date posted using LinkedIn's search filters and save the jobs you want to apply for.

Create search alerts to receive automatic email alerts whenever a job matching your search criteria is posted.

Review "Jobs You May Be Interested In" Improve the accuracy of these recommendations by making sure your profile is filled out with accurate work experience, skills, and location information.

Use Your Network Reach out to your connections at a company you would like to apply to and ask them to refer you for the job.

Follow Companies Follow companies you're interested in working for in order to stay informed of the latest company news and job

Employers are more likely to reach out to potential candidates who followed their company on LinkedIn.

Apply Actively Apply for the jobs you want using either the "Easy Apply" or "Apply on company website" button that appears on each job posting.

Applicants who apply to jobs within the first three days of posting are 13% more likely to get the job.

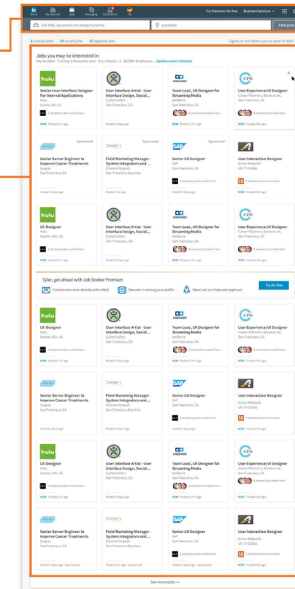
EC Extra Credit: More LinkedIn Resources to Help You Land Your Next Job

Free LinkedIn Resources

- Get answers on how to use LinkedIn at the [LinkedIn Help Center](#).
- View the latest job search and LinkedIn product tips by subscribing to the [LinkedIn Blog](#).
- Sign up for [LinkedIn ProFinder](#) to find and apply for freelance opportunities.

Paid Premium Services

- Learn new professional skills on [LinkedIn Learning](#).
- Get estimated salary information, company insights, and extra InMail credits with [LinkedIn Premium Career](#).



CONGRATULATIONS! You have successfully searched and applied for jobs with your LinkedIn profile.

Resumé v. CV

- The primary differences between a resumé and a curriculum vitae (CV) are length, what is included, and what each is used for. While both are used in job applications, a resumé and a CV are not always interchangeable.
- Most resumes in the United States are **competency-based**: they are personal marketing documents intended to showcase the candidate's skills, notable achievements, and work experience to the greatest advantage.
- U.S. curriculum vitae, submitted for jobs in academia, scientific research, and medical fields, are **credential-based**, providing a comprehensive (and often lengthy) listing of one's education, certifications, research experience, and professional affiliations and memberships.

For examples of Curricula Vitae and best practices, check out:

<https://www.thebalancecareers.com/cv-samples-and-writing-tips-2060349>

Resumé

What is your resumé?

Resumes are a short synopsis of your education, career, skills, project and activities highlights

Within each section, you should list the achievements/activities in reverse chronological order

There is much flexibility on what your sections are called and what items to list in which section (activities, volunteer work, experience etc).

Resumé, cont'd

Name and contact info at the top (mailing address optional)

Education should be first part of your resumé, unless you have left school a while back and have been working since

Experience should list positions in reverse chronological order; If some experience is volunteer and some paid, you could have two separate sections; if some experience is in your field, and some is not, you could have two sections of “relevant experience” and just “experience”

Style tip: right-aligning the dates and locations will spread text out more evenly across the width of the page

Skills should include languages, computer skills, programming, software etc. if you have a lot, break it into subcategories, or list it in columns so it's easy to read

Tobin Fatin
54 Dunster Street • Cambridge, MA 02138 • 801-555-5555
xxxx@harvard.edu

EDUCATION

Harvard University Cambridge, MA
MA, Middle Eastern Studies May 2019
MA Thesis: “Dancing Through the House of Many Mansions: *Dabkeh* in Contemporary Lebanon”
Center for Middle Eastern Studies (CMES) Foreign Language & Area Studies recipient, CMES Summer Grant recipient

University of Nevada Las Vegas, NV
BA, Middle Eastern Studies, History, International Studies; Minor in Arabic May 2015
Magna cum laude, Golden Key Scholar, Winner of Memorial Paper Competition

EXPERIENCE

The ADC Discrimination Committee Washington, DC
Development & Special Projects Coordinator February 2018 - Present

- Established fundraising goals, planned and administered quarterly fundraising campaigns, identified potential sponsors and managed terms of support.
- Developed organization's strategic plan and annual objectives with president. Executed entire plan.
- Facilitated outreach efforts with 30+ high school, college, government and non-profit groups; developed and oversaw ADC's monthly educational lecture series.
- Solicited donations by drafting proposals/appeals, maintained correspondence and negotiated terms of support.
- Managed and reviewed grant phases, and directed grant writer by communicating organizational needs.
- Oversaw Internship Program by reviewing applications, interviewing and selecting applicants, managing intern tasks/complaints, and arranging intern orientation/field trips/brown bags.

The Washington Institute for Near East Policy (WINEP) Washington, DC
Research Intern for the Program on Arab Politics June - September 2017

- Drafted research memoranda for interviews and publications on subjects including human rights abuses in Syria, rise of opposition groups in Syria, and parliamentary elections in Egypt and Tunisia.
- Monitored key regional political developments such as the rise of the Ennahda Party and ISIS.

Foundation for the Defense of Democracies (FDD) Washington, DC
Intern for the Center for the Study of Terrorist Radicalization (CSTR) May - August 2017

- Performed research for appearances and publications on subjects including: NGOs in Somalia, economic and political instability in North and East Africa, radicalization in the Horn of Africa, and domestic counter-terrorism efforts.
- Reviewed and edited materials for Daveed Gartenstein-Ross' publication *Bin Laden's Legacy*.

Harvard University, Lecturer in Departments of Government & Economics Cambridge, MA
Research Assistant July 2016 - July 2017

- Revised articles on topics including: identity formation, sectarianism, resource sharing groups and secularism.
- Reviewed and edited manuscript entitled: The Unmaking of Nation-States: Case Studies from the Middle East.

SKILLS

Language: Levantine Arabic, *Fluent*; Modern Standard Arabic, *Advanced*; Persian, *Intermediate*
Computer: Raiser's Edge, WordPress

Curriculum Vitae

Personal details and contact information. Most CVs start with contact information and personal data but take care to avoid superfluous details, such as religious affiliation, children's names, and so on.

Education and qualifications. Be sure to include the names of institutions and dates attended in reverse order: Ph.D., Masters, Undergraduate.

Work experience/employment history. The most widely accepted style of employment record is the chronological curriculum vitae. Your career history is presented in **reverse** date order starting with the **most recent appointment**. More emphasis/information should be placed on your most recent jobs.

Skills. Include computer skills, foreign language skills, and any other recent training that is relevant to the role applied for.

Also make sure to include:

Training / Graduate Fieldwork / Study Abroad

Dissertations / Theses

Research experience

Teaching experience

Publications

Presentations, lectures, and exhibitions

Grants, scholarships, fellowships, and assistantships

Awards and honors

Technical, computer, and language skills

Professional licenses, certifications, and memberships

Cover letters and thank you notes – your COM 101 class in action

Purpose of a Cover Letter:

Introduce yourself

Highlight one or two exceptional and relevant skills from your resumé

Show an interest in the particular organization and the particular position

Components

It should be clear, concise, one page and flawless (grammatically and spelling)

Address how your **background, skills and interests** meet the requirements for the position

Cody Fredrickson
(123) 456-7891
cfredrickson@email.com
May 1, 2018
Dear Hiring Manager,
I am excited to be applying for the Engineer position at TradeLot. This specific role perfectly captures what I hoped to achieve as an engineer when starting my career journey. The work your company does is fascinating, and I have read in great detail about the cutting-edge technology being utilized. This position would help set me on the right path to achieve my career goals.
During my previous role at River Tech, I learned to work in interdisciplinary teams that included both technical and non-technical disciplines. Here, I was able to flourish as an effective communicator that was able to ensure that all stakeholders' needs were both communicated effectively to the team and met to the clients' highest level of satisfaction.
I was able to implement a new testing procedure that cut our beta testing phase by up to 12%, meaning the clients were able to see a finished prototype weeks before our competitors. Also, I am currently studying for my Fundamentals of Engineering exam, which will set me on the path to become a Professional Engineer (PE). I hope to grow as both an employee of TradeLot and as a professional in this role. In this new role, I am willing to work diligently to meet the needs of the company and to become a productive part of the team as quickly as possible.
Thank you for your time and consideration. I'm looking forward to learning more about the Engineer position and about TradeLot. My previous experience makes me an ideal candidate for this position, and I hope to be given an opportunity to show the team firsthand what an asset I can be. I look forward to hearing back from you.
Sincerely,
Cody Fredrickson

I) Introduce yourself

II) Why are you a match for the job?
List skills, accomplishments and how they meet the requirements

III) Closing paragraph

Cover letters and thank you notes – your COM 101 class in action

Thank you Notes

When: After an Interview or after a personal/phone/video meeting with a recruiter/professional at a company

Why: To show appreciation, reiterate your interest in the position and remind employers of your skills

How: E-mail and/or physical “Thank You” card (if you have a mailing address and if the card is not time sensitive

- If you are sending a note via e-mail, attach your resumé again for their reference
- Highlight/review topics you discussed during the meeting to remind the employer of your qualifications and possible “connection points” you might have made

Dear [interviewer name],

Thank you again for taking the time to speak with me about the [job title] position and for giving me additional insight into the responsibilities and day-to-day duties involved. Our conversation today only increased my interest in the role. I would be thrilled to use my [insert a skill or two that you discussed in your interview, such as “editorial skills and background research and interviewing”] to benefit [company name] and your goals, including the work you’re doing on [insert a specific example of a project or work your interviewer mentioned, such as “expanding into video and other multimedia content”].

Please don’t hesitate to reach out if you have additional questions for me! I look forward to having another conversation with you soon.

Best regards,

[Name]

[Email address]

[Phone number]

<https://www.careercontessa.com/advice/post-interview-thank-you-note/>

Cover Letter and Resume Resources

Cover Letter and Resume samples for PhDs – Harvard:

http://hwpi.harvard.edu/files/ocs/files/phd_resume_cover_letters.pdf

Cover Letters and Resume samples for Masters Students – Harvard:

https://hwpi.harvard.edu/files/ocs/files/masters_resume_cover_letters.pdf

Resources for salary and benefits negotiation

Do Your homework:

Familiarize yourself with industry standard salaries in for your (entry-) level position

- Based on your degree (B.S., M.S., PhD)
- Based on prior experience you have gained
- Based on the location of the position

Ask if the company is open to negotiation

Most companies expect you to want to negotiate, but some may not be open to it, and it's worth asking first

Decide what you want to negotiate on (benefits, bonus or salary?)

Resources for salary and benefits negotiation

Resources to know what to negotiate for:

- Ask your college career center for their starting salary data, averages and median (and if they can provide something based on job title or geography, even better)
- Your college career center should be a member of the National Association of Colleges and Employers (NACE) which publishes annual salary data by geography, major and education level – they can give you that data
- LinkedIn is sharing some data
- Google “starting salaries in x major”
- Glassdoor.com has salary information as well as job and employer reviews
- Use a cost of living calculator tool, such as <https://www.nerdwallet.com/cost-of-living-calculator> (or google other cost of living calculators)



Questions?

