



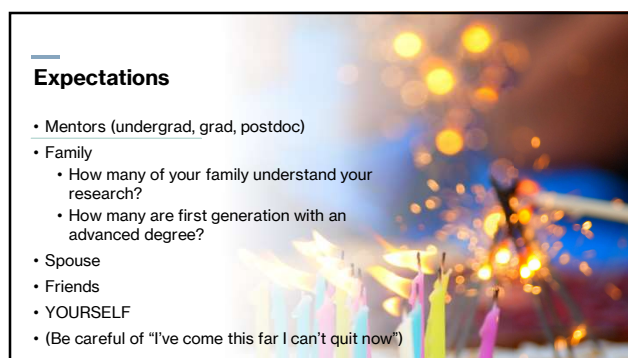
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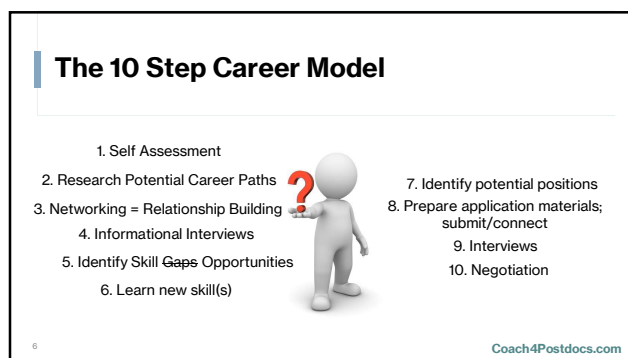
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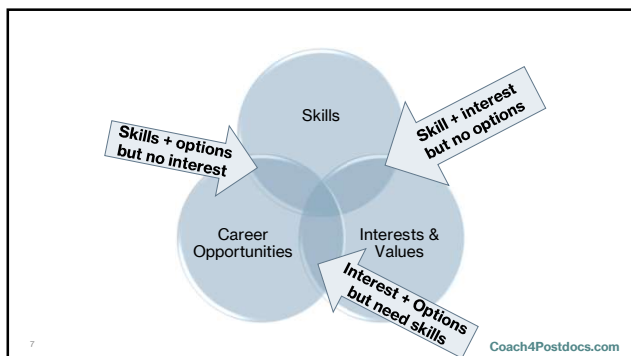
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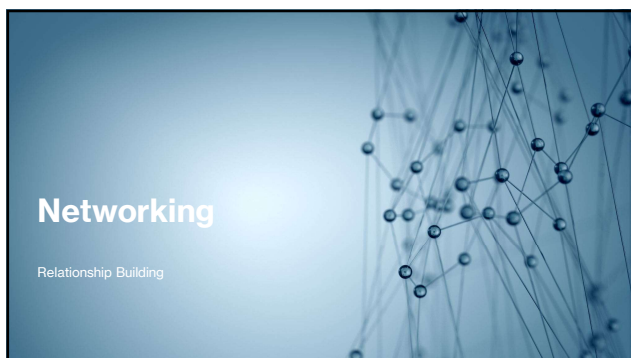
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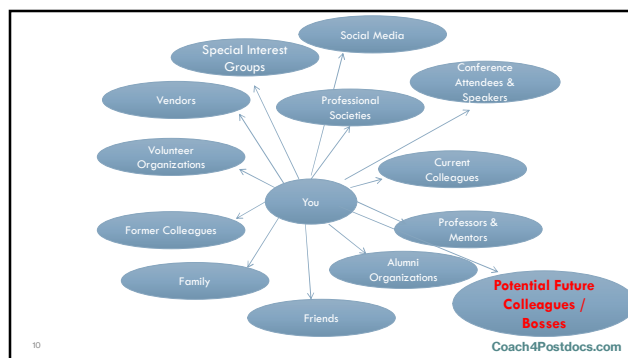
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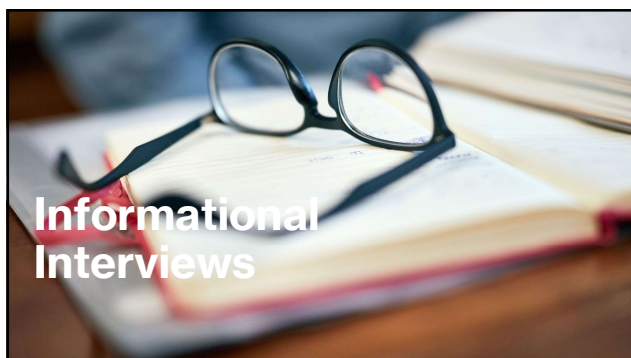
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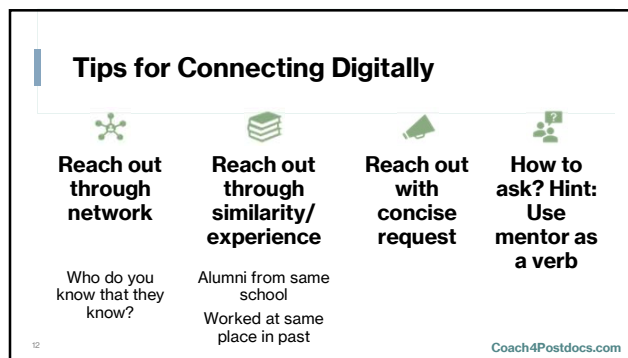
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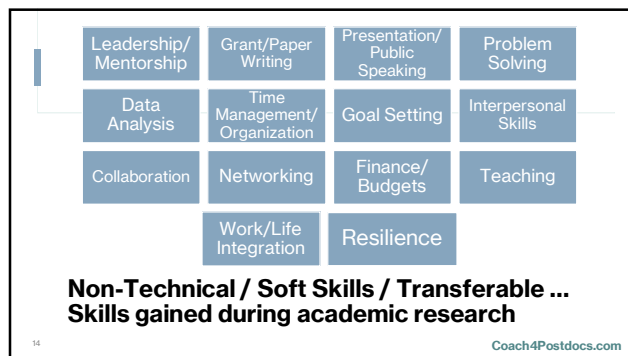
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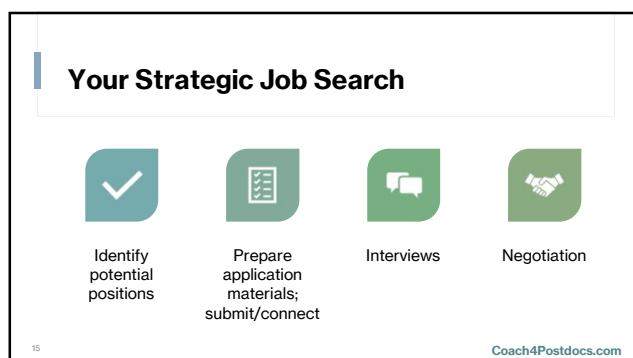
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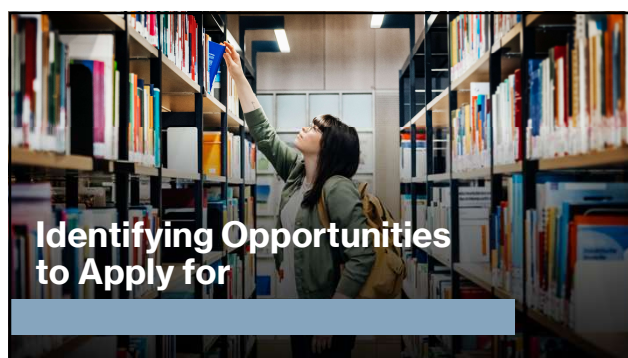
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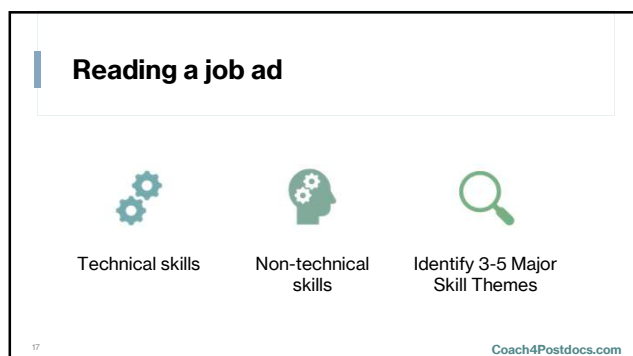
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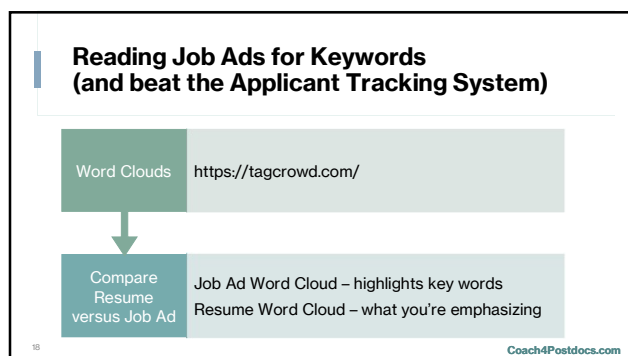
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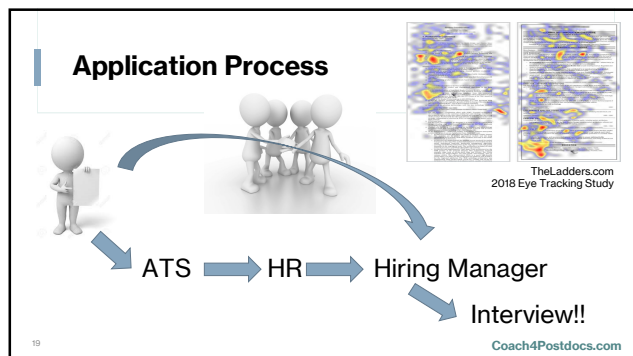
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Some Websites to Explore Opportunities

- Academically Focused Opportunities
 - <https://careers.insidehighered.com/>
 - <https://www.higheredjobs.com/>
 - <https://www.hercjobs.org/>
- General Opportunities
 - <https://www.linkedin.com/jobs/> (also salary info)
 - <https://www.indeed.com/>
 - <https://www.simplyhired.com/>
 - <https://www.glassdoor.com/> (also salary info)
- Salary Info
 - <https://www.salary.com/>
 - <https://www.payscale.com/>

Also!

- Specific organizations you want to work for!
- Professional Societies
- Your NETWORK!

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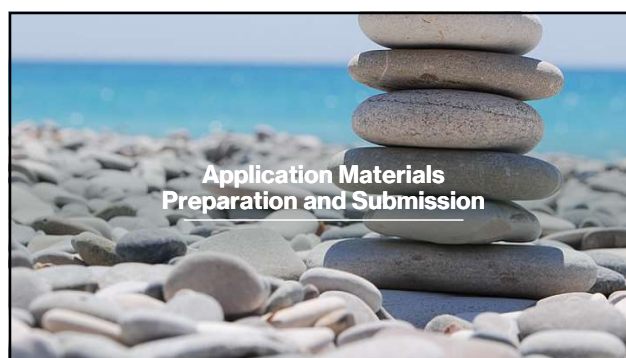
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Tailoring/Targeting

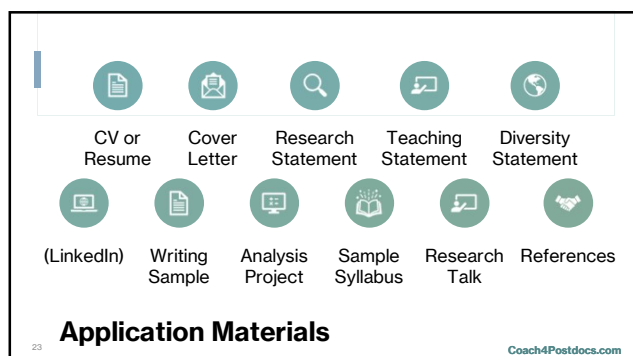
- The right amount of information is critical.
- What does the employer need? want?

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CV versus Resume

- Historical
- All about you
- Education at the top
- Long 3+ pages
- Academic/Faculty
- Forward thinking
- About Employer
- Education at the end
- 2 pages max
- Non-Academic

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Components of a CV

- Header: name, contact info
- Education (post High School)
- Training (can combine with Education)
- Certifications and Licensure
- Academic Appointments (not training-related; usually faculty CVs)
- Employment (relevant staff jobs not related to training)
- Fellowships (funding for training)
- Grant Support (funding for research)

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Components of a CV

- Honors and Awards (sometimes fellowships here instead of separate)
- Patents
- Professional Organizations
- Teaching (classroom)
- Mentoring (individual advising, subdivided by type of mentee)
- Service (divide by intra- and extra-mural if you have both university and external organizations)
- Peer Review Activities (Journal / Grant)

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Components of a CV

- Volunteer Work (relevant nonacademic volunteer work)
- Technical Skills
- Invited Talks
- Presentations
 - External preferred
 - University, Departmental, Poster sessions and Journal Clubs (ok until you have enough external)
- Peer reviewed Articles
- Book Chapters and Invited Reviews

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CV used for more than job search

- Awards, fellowships
- Public Speaking
- Consulting
- Leadership
- Merit/Tenure
- References
- Publishing
- Grant Applications

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How to turn your CV into a "Resume":

A useful skill in these economic times

STEP 1: MOVE THE "REAL-WORLD WORK EXPERIENCE" SECTION FROM THE BOTTOM TO THE VERY TOP.



STEP 2: TRIM THE DOCUMENT TO ONE PAGE. GOOD LUCK!



Credit: <http://phdcomics.com/>

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Best Practices


Two pages	Perfect spelling and grammar	Legible font, 11-12 pt Arial, Times	Standard margins (1")
Sparing use of color, italics, bold, underlining	Concentrate key info on left	Consistent style throughout	Simple Formatting, Easy to Read
Use years (downplay gaps)	Include keywords with context	Include Metrics – numbers, percentages	Avoid graphics/icons

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Template Structure for Impactful Resumes

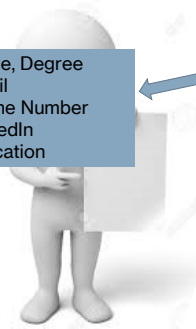


- Header
- Key Skills
- Professional Experience
- (additional, relevant)
- Education

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Template Structure for Impactful Resumes



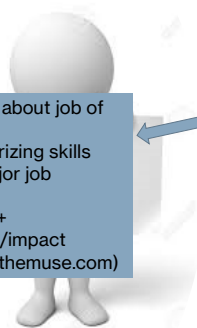
- Name, Degree
- Email
- Phone Number
- LinkedIn
- ?Location

- Header
- Key Skills
- Professional Experience
- (additional, relevant)
- Education last

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Template Structure for Impactful Resumes



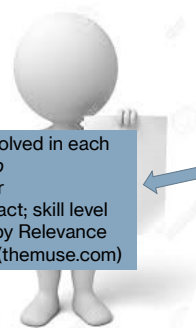
- Targeted; specific about job of interest
- 5-7 bullets summarizing skills relevant to 3-5 major job requirements
- Active verb + skill + experience/metric/impact
- 185 Power Verbs (themuse.com)

- Header
- Key Skills
- Professional Experience
- (additional, relevant)
- Education

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Template Structure for Impactful Resumes




- Describe *skills* involved in each role *relevant to job*
- Paid and volunteer
- Metrics show impact; skill level
- Chronological or by Relevance
- 185 Power Verbs (themuse.com)

- Header
- Key Skills
- Professional Experience
- (additional, relevant)
- Education

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Template Structure for Impactful Resumes



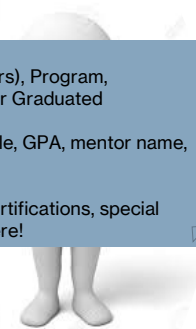
- **IF relevant:**
- Honors and Awards
- Publications
- Presentations
- Hobbies and Interests

- Header
- Key Skills
- Professional Experience
- (additional, relevant)
- Education

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Template Structure for Impactful Resumes



- Simplified
- Degree, (Honors), Program, University, Year Graduated
- (NOT thesis title, GPA, mentor name, etc)
- Can include certifications, special coursework here!

- Header
- Key Skills
- Professional Experience
- (additional, relevant)
- Education

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Phone or Virtual Interview Tips

Schedule the call if possible	Prepare ahead of time	Space free of distractions - neutral background	Dress as if you were at in-person interview	Smile while you're talking

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Phone or Virtual Interview Tips

Have at hand:	Photo of whom you're talking with	Job ad, cover letter and resume with	Research about company	Your questions for them

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Do Your Research

- Company
- Mission/vision/values statement
- Individuals you're interviewing with
- Job description
- The Notebook
- Prep for common interview questions
- Tell me about yourself; greatest strength; greatest weakness; conflict; behavioral questions; salary expectations
- Know/ask the next steps!
- Thank you and follow up

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Dress for Success

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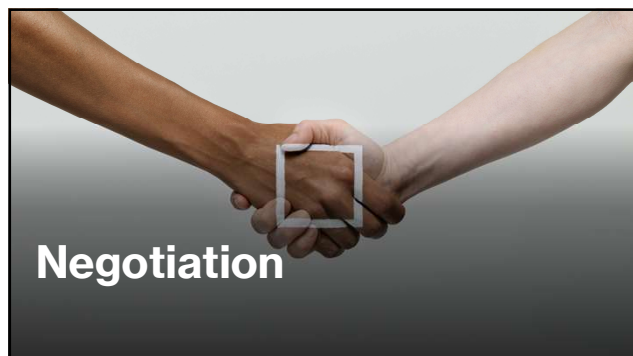
41

Interview Tips

- Keep it positive
- Present your true self
- Honesty, always
- Prepare! (Research and Practice)
- Enunciate, speak slower
- Highlight skills, experience
- Conversation not Interrogation
- Complicated and Challenging
- Avoid politics & religion

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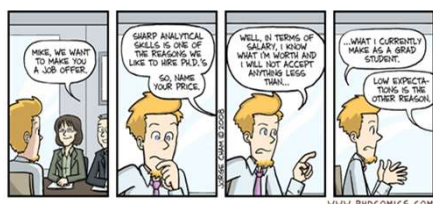


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Negotiation – Know Your Worth!

Credit: <http://phdcomics.com/>

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Negotiation Resources

- Harvard Program on Negotiation <https://www.pon.harvard.edu/>
- Harvard Business Review (lots of articles!) – a recent, excellent article: <https://hbr.org/2020/12/negotiating-a-job-offer-heres-how-to-get-what-you-want>
- Books:
 - Roger Fisher and William Ury "Getting to Yes" and "The Power of a Positive No"
 - Linda Babcock and Sara Laschever "Ask for It" and "Women Don't Ask"
- Joshua Weiss: plenary at the National Postdoctoral Association conference in Orlando

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Be intentional

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tracystello@coach4postdocs.com

Thank you for the
 gift of your time and
 attention today!

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