

Two parts to any successful job search

a) Finding out about positions/opportunities

b) Submitting the strongest possible application



Finding positions

Research-focused positions: studying a basic or applied problem in the lab or field

- Research technician
- Researcher for a government agency, a science-oriented business, or an NGO
- Assisting or being mentored by a professional biologist
 - At a college or university (e.g. Research Experiences for Undergraduates, REU)
 - In a research institute (e.g. NIH)
 - In a hospital
 - At a biological field station
 - At a government agency
 - At a conservation organization
 - Assisting a grad student with their research



Finding positions

Non-research positions

- Government agency (USFS, BLM, USFWS, NPS, Portland Metro, ODFW, etc.)
- Teach science in an environmental education program (e.g. OMSI, Keystone Science School, summer camps)
- intern with a conservation ngo (e.g. TNC)
- Or a health advocacy group (e.g. Red Cross, American Heart Assn., Planned Parenthood, Cascade Aids Project....)
- Health volunteer (medical, veterinary)
- Work in a hospital clinic

Finding positions





What qualifications do I need?

- L&C's curriculum has given you skills that others lack (research, writing, public speaking....)
- REUs prefer juniors but L&C sophs and freshmen have been accepted; seniors often ineligible
- Some programs or individuals will consider younger students or seniors
- GPA of 3.0 (B average)
- some research-focused programs target urms, first-gen
- Nonprofits favor individuals showing interest in their mission (e.g. through membership, volunteering)

Finding positions

Where to look for openings?

- L&C's Rogers program
- Front hall of BoDine
- Subfield-specific list-serves (see handout)
- Websites (see handout)
- Ask professors for referrals (esp. for research positions)
- Career Center (internship lists, workshops, career counseling appointments)
- Hospital websites: volunteer opportunities
- Ask parents, their friends, other students for referrals
- Approach people who work at research institutes and ask
- Human Resources websites
- Notices in hallways of hospitals, universities



Finding positions

What will I earn?



Summer positions (for students):

- REU-style programs typically pay $\geq \$3500$ for 10 weeks
- Some include money for travel
- Less formal positions may only pay expenses
- Non-research internships may be unpaid

Longer-term positions (for grads):

- some pay modestly but include money for future education (e.g. Americorps)
- Others will pay $\geq \$20,000$ per year
- Benefits?

Finding positions

L&C has a summer internship grant program

Stephanie Fowler & Irving Levin summer internship awards (\$1,500-2,500 for expenses):

for any field of study.



Application deadline April 7, 2017

For more information visit the Career Center

Finding positions

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a strong application

Submitting a successful application, pt. 1

- Deadlines count! Many are as early as Feb. 1
- Resume/cv; tailor it to each job; see handout
- Application letter is KEY. Why should a prospective employer hire YOU?
 - Not “I want to learn more about where my interests lie;” “I want to become more competitive for grad school”
 - Employers want to know what YOU will bring to THEM
 - E.g. (“I am hard-working, resourceful, and motivated. I learn quickly and am not afraid to ask questions. I am well-organized and detail-oriented, but keep the big picture in mind.”)



a strong application

Submitting a successful application, pt. 2

- Consider your strengths! Emphasize your research experience from classes, writing and thinking skills
- Have a mentor read drafts of your application/cover letter and provide advice (Writing Center also valuable). See examples on handout.
- Letters of recommendation:
 - Ask if you may list someone as a job reference.
 - Give recommenders at least 2 weeks' notice.
 - What do your recommenders need from you?
 - You must sign a waiver for L&C to release info about you.



a strong application

Submitting a successful application, pt. 3

- Your application (and all email correspondence): formal, letter-perfect (“Dear Prof. Hanley,” not “Hey, Allen!”)
- Contact individual faculty in REU programs whose work interests you; mention why you are interested in particular projects, what you could contribute (applicants who don’t do this don’t get in)
- After interviews, follow up with a thank-you letter or email.



a strong application

Emphasize your strengths

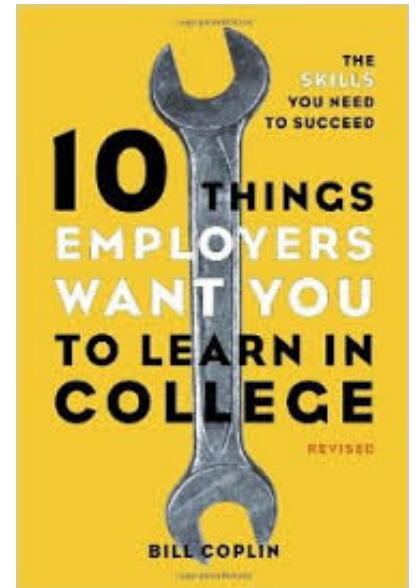
- lab/field experience
- independent research projects in courses (L&C's curriculum is unusual)
- writing scientific papers, oral presentations, reading primary literature
- computer hardware, software, spreadsheet and statistics programs
- ability to learn new skills quickly (i.e. don't disqualify yourself because you don't have everything an employer is looking for)
- collaborating with others

a strong application

**WHAT
ARE
YOUR
STRENGTHS?**

What potential employers want to know

- Are you reliable?
- well-organized?
- Do you work well with others?
- How are your problem-solving skills?
- Do you speak and write articulately?
- How have you demonstrated initiative?
- Are you honest?
- energetic?
- Do you have leadership skills?
- Do you pay close attention to detail?
- How do you respond to constructive criticism?



a strong application

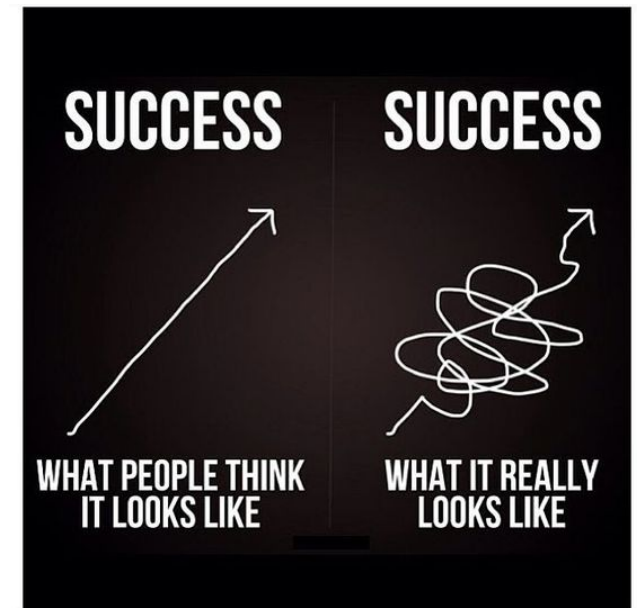
Some advice



- When a faculty member writes you a letter or serves as a reference, keep us informed! Did you get the position? Did you enjoy it? What did you learn?
- You are an L&C student for life. After you graduate, keep in touch.
- You'll want letters of recommendation as an alumnus, so keep us up-to-date about changes in your situation, goals.
- We care about you no matter what you choose to do!

Don't get discouraged!

- Job-hunting is not for the faint of heart
- Stay upbeat, positive
- Have confidence in yourself and convey it
- Be open to new possibilities



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b) Submitting the strongest possible application