

GETTING A JOB IN INDUSTRY

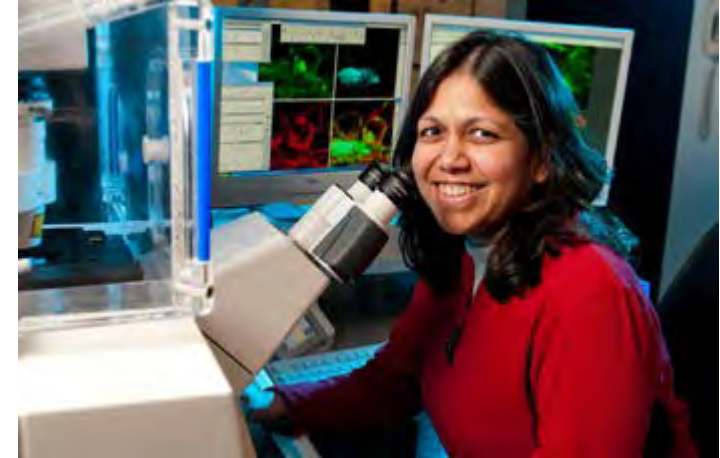
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Overview

- Resume/CV
- Getting a Job in Industry



Curriculum Vitae vs. Resume

| Category | Curriculum Vitae | Resume |
|-------------------|--|--|
| Core Identity | Present a scholarly identity | Present a professional identity |
| Length | 2-3 pages or more | One page (up to two pages depending on experience) |
| When each is used | To apply for academic, education, scientific, or research positions. It is also applicable when applying for fellowships or grants. | To apply to specific job posting, internship, or part-time opportunity |
| Content | Accomplishments related to academia: educational and academic backgrounds, teaching and research experience, publications, presentations, awards, honors, affiliations, and other details. | List what is relevant to your qualifications for the position: education, employment history, experience, and skills |

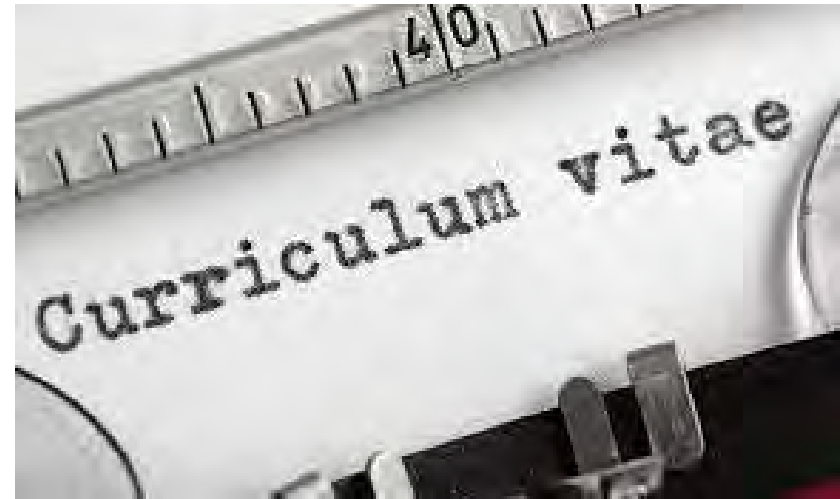
Resume Content

- Name, Address, Phone Number, E-mail
- Objective
- Summary of Qualifications
- Education
- Experience
- Skills
- Honors
- Professional Activities and Affiliations



CV Content

- Identifying Information
- Education
- Dissertation or thesis:
- Awards, honors, fellowships, scholarships, grants:
- Professional experience: this category is often divided into several possible categories such as "Research Experience," "Consulting," "Fieldwork," "Teaching Experience," or "Postdoctoral Work," as well as many others, depending on your discipline.



CV Content

- Publications, invited papers, exhibits, conference presentations
- Teaching, research interests
- Academic Service
- Memberships or professional affiliations: Languages

CONSIDER YOUR AUDIENCE



HIGHLIGHT QUALIFICATIONS



DON'T OVERWHELM THE READER



PRIORITIZE YOUR EXPERIENCES



General Tips

- If you have more than one page, make sure you have a header for additional pages.
- It's okay to have more than one resume.
- Make it neat and easy to read.
- Proofread. Proofread. Proofread.



Other Things to Consider

- Cover Letters

- Talks/Presentations



Self-Assessment

- Identify relationship between your specialized training, areas of academic expertise, and job opportunities
- Understand aspects of your background that are marketable to employers in many settings

Research

Research the Industry

- Study industry trends
- Learn the major players
- Identify typical roles for someone with your background
- Identify particular employers of interest

Research Specific Employers

- Visit employer websites
- Review their mission, values, culture, size, location and job postings
- Identify contacts with current or previous work experience with the employer

Industries to Consider

- Non-profits
 - Publishing & Media
 - Teaching
 - Secondary Education
 - Corporate Training
 - Community Groups
 - University Administration
 - Government
 - Consulting
 - Research and Development
 - Hospitals/Community Health Agencies
- ...Everywhere!***

Adapted from “So What Are You Going To Do With That?” By Basalla and Debeius

Informational Interview

What is an Informational Interview?

- A type of networking interview that allows you to employer and/or industry research through a one-on-one conversation with a professional in the field.

Informational Interviews allow you to

- Gather information that cannot be found online
- Learn about your contact's career journey
- Obtain advice for making yourself marketable
- Leave a positive impression for future career opportunities/job leads

Know Where to Look

Stay tuned into multiple career information sources on campus:

- Career Center
- Career office of your undergraduate and graduate institutions
- Academic Department/Advisor
- Professional organizations

Know Where to Look

- Consider your network
 - Friends and Family
 - Former employers and professors
 - Mentors
 - Alumni (from undergraduate AND graduate institutions)
 - Informational Interviewing
 - Professional Organization



Any Questions?

