

# Career Tools & Tips for Undergraduates

## **Know Your Interests**

Focus your job search based on your accomplishments and personal aspirations. Whether you are ready to apply your degree directly in a role related to your educational background or want to explore other career paths, you are more likely to enjoy a job when the tasks or duties match your interests and skills.

- Identify your academic strengths, interests, and skills.
- Determine what the ideal career looks like for you.
- Consider characteristics you have developed that will make you an impactful employee.

# **Career Planning**

- Explore careers and industries that require degrees in your selected major.
- Use career planning tools such as <u>Indeed Path</u> to learn the career progression between entry-level jobs to the highest-level positions.
- Research whether your careers of interest belong to a fast-growing sector which is a good sign of job availability.
- Research whether advanced degrees are needed or recommended for your career of interest.
- Explore salary ranges in various size companies based on years of experience.
- Create a plan that outlines the steps you will take to attain your career of interest.

List your favorite classes	Research programs offered at your college of interest	Research majors that fall under those programs	Research entry-level jobs or internships that require those degrees	Research professions and industries that entry level roles can lead to
<ul><li>Psychology</li><li>Statistics</li><li>Economics</li><li>Biology</li><li>History/Government</li></ul>	Social Science Health & Medicine Business Health Administration	Global Health Radiologic Science Entrepreneurship Clinical Research	Public Health Specialist Nurse Assistant Private Equity Associate Research Assistant	Epidemiologist – Public Health Doctor – Healthcare Healthcare Venture Capitalist – Biopharma Clinical Trial Manager – Research
<ul> <li>Chemistry</li> <li>Physics</li> <li>Biology</li> <li>Statistics</li> <li>Algebra</li> <li>Computer</li> <li>Science</li> <li>Gaming</li> <li>Shop</li> </ul>	Biological Science Math & Data Sciences Health & Medicine Agricultural Sciences	Chemistry Computer Science Biology Food Science	Assistant Scientist Data Specialist Health Counselor Dietician	Bioengineer – Biotech Data Analyst – Telemedicine Genetic Counselor – Healthcare Nutritionist – Public Health

## Networking

Networking involves meeting new connections or building relationships with colleagues. Networking is an opportunity to make new acquaintances and build professional relationships in a more casual setting than during work hours. The right network can expand professional knowledge, job opportunities, and new business opportunities.

- Join the student council or a career-focused group to meet other students with similar interests.
- Get to know your teachers, coaches, and advisers to learn about their career paths.
- Work with your school counselor to research internships, majors, and careers.



## Resume

- Tailor your resume to the qualifications and responsibilities listed in the job description.
- Choose a suitable resume format that is appropriate for the job you are applying for. For example, a
  resume tailored for a scientist position should be simple and not graphics-heavy.
- Use common fonts such as Calibri, Times New Roman, and Arial.
- Ensure your resume has the following key sections:
  - Contact Information Name, Location, Email and LinkedIn (optional)
  - Brief Professional Profile 3-4 sentences summarizing your background.
  - Relevant Experience list relevant work experience and internships.
  - Education List degree, duration, and GPA
  - Certifications list certifications gained or find relevant certifications on LinkedIn or Coursera
  - O Skills -
    - Soft skills: communication, influencing, creativity, teamwork, organization, etc.
    - Hard skills (Technical): Microsoft Word, EPIC hospital database, SEO/SEM Marketing, etc.
  - Extracurricular list internships, organizations, volunteer work
- Tailor your resume to the qualifications and responsibilities listed in the job description.
- Proofread your resume from top to bottom.
- Emphasize qualities or experiences in your cover letter that are not apparent in your resume. Succinctly explain why you are a good fit for the role.
- Review <u>Anatomy of a Resume</u>

## Job Search

- Utilize professional websites such as LinkedIn, Glassdoor, and Indeed to research open positions.
  - Set up job alerts that will send job listings to your email.
- Reach out to staffing agencies for temporary or contract positions to get your foot in the door.
- Take advantage of internships that may lead to direct placement.
- Volunteer at a hospital or community clinic to understand the health care setting.
- Explore college work-study programs that offer part-time jobs.

# Interview

- Plan enough time before to prepare for the interview and research the company and its mission.
- Review your resume from top to bottom and prepare to speak to every point listed in your resume.
- Prepare to explain how your experience is transferable to the qualifications and responsibilities listed in the job description.
- Prepare examples of your accomplishments and achievements that can be applied to the needs of the role.
- Be ready to explain why you want the job and why you are a good fit for the role and the company.
- Prepare thoughtful questions for each interviewer.
- Send a thank-you note or email to all interviewers.