

Welcome Message

Campus Professional Development Resources

for Graduate Students and Postdoctoral Scholars

(GS = Graduate Student Eligible, PDS = Postdoctoral Scholar Eligible)

Graduate Student Resource Center

The [Graduate Student Resource Center](#) is a resource, referral and information center for UCLA graduate and professional school students. The office is a Graduate Students Association (GSA) Initiative that is managed by Student Affairs. We also work with GSA to organize Graduate Student Orientation and Equity, Inclusion and Diversity Graduate Welcome Day each fall.

- i Drop-in advice and assistance for graduate and professional school students (GS)
- i Meeting and study space (GS)
- i Programs and workshops on a variety of topics (GS)

Home of the Graduate Writing Center (GS)

Graduate Division

The [Graduate Division](#) serves as the central administrative office for graduate student and postdoctoral scholar policy, recruitment and admissions along with funding, diversity, and professional development programs.

- i Professional Development Events (GS, PDS)
- i On-Campus and Extramural Fellowships (GS, PDS)
- i Diversity Programs (GS, PDS)
- i Postdoctoral Scholar leadership opportunities, resources, referrals, and policy (PDS)

Graduate Writing Center

The [Graduate Writing Center](#) provides writing support for registered UCLA graduate and professional students.

- i One-on-One Writing Appointments (GS)
- i Writing Workshops (GS)
- i Dissertation and Thesis Programs (GS)

'DYLG *HIIHQ 6FKRRO RI 0HGLFLQH Affairs (PDS)

The Office of [Postdoctoral Affairs](#) works to promote the affairs of bioscience postdoctoral trainees across campus through career development opportunities, support for developing funding, and training in scientific best practices and responsible conduct in research.

- i Professional Development Events (GS, PDS)
- i Responsible Conduct in Research Training (GS, PDS)
- i Bioscience Postdoc Educational Leadership Program (PDS)

Career Center



The UCLA [Career Center](#) offers a wide range of professional development and career preparation services to address the specific needs of Master's and PhD students.

i

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Master's Student Timeline, 2 Year (for 1 year programs, same goals apply in a shorter time frame)

Year 1	
Self- Assessment & Development	

Summer

Self- Assessment & Development	Assess and update your Individual Development Plan (IDP).
Career Path Preparation	Expand Your Network <ul style="list-style-type: none">i Conduct informational interviews with professionals in industries or companies of interest to youi Build your professional brand and expand your network by creating a LinkedIn profilei Begin creating a target list of companies that are of interest to you Job Search <ul style="list-style-type: none">i Meet with a Career Counselor to do a mock interview to practice your interviewing skillsi Meet with a Career Counselor to revise your resume and cover letter for fall/winter recruitingi Begin requesting letters of recommendation from your advisor and former supervisors. If you completed an internship this summer, be sure to request one from this employer. Gain Experience <ul style="list-style-type: none">i Apply for and complete a summer internship
Communication Skills	Attend professional conferences in your field to expand your professional network.
Project Management, Leadership & Collaboration	<ul style="list-style-type: none">i Volunteer to give back to the community and expand your transferable skills as well as your professional networki Use volunteermatch.org to find opportunities in your area

Year 2

Self- Assessment & Development	<p>Update your Individual Development Plan (IDP) and determine if there are skills or experiences you wish to gain before graduation.</p>
Career Path Preparation	<p>Expand Your Network</p> <ul style="list-style-type: none"> i Attend Career Fairs, Information Sessions and Networking events to inquire about full-time positions i Continue professional networking, informational interviewing and company research i Send emails to your professional network to inquire about positions or referrals <p>Job Search</p> <ul style="list-style-type: none"> i Read job postings regularly to identify valued skills and hiring trends in the industry you are interested in i Revise/update your resume and cover letter i Research starting salaries in your field i Apply for full-time positions. Utilize online websites, job boards, and job databases. i Practice Interviewing questions specific to your industry i Attend a negotiation skills workshop, research offer letters/practices in your field, and meet with a Career Counselor to learn how to negotiate job offers <p>International students</p> <p>Make an appointment with the Dashew Center to apply for your OPT card to have it by graduation.</p>
Communication Skills	<p>Attend professional conferences in your field to present your work and expand your professional network.</p>
Project Management, Leadership & Collaboration	<ul style="list-style-type: none"> i Seek out opportunities to collaborate on research projects within or across departments to expand your skill set i Join professional associations in your field

Doctoral Student Timeline

Years 1-2 Coursework & Exams

<p>Self- Assessment & Development</p>	<ul style="list-style-type: none">i Draft an initial timeline (5-7 years) for degree completion with short and long term goals (discuss with your advisor)i Start with goal completion datei Include degree milestones, funding deadlines and conferences <p>Expand skills and experience through:</p> <ul style="list-style-type: none">i Teaching Assistant opportunitiesi Departmental or campus committeesi Workshops/courses outside your depti Part-time/summer employment
<p>Career Path Preparation</p>	<ul style="list-style-type: none">i Set up a LinkedIn Profilei Start an achievements file: Track research and teachingi Meet and network with graduate students and faculty in your department and around campusi Develop your networking connections matrix (see page 28)i Attend talks and presentations to network with other attendees and presentersi Review job ads to see what specialties/skills are expected of applicants
<p>Communication Skills</p>	<ul style="list-style-type: none">i Identify and become familiar with relevant journals and prominent figures in your field for potential publishing opportunities

Years 2-4



Final Year Dissertation Work & Employment

Self- Assessment & Development

- i Review and finalize timeline for completion of degree and update regularly
- i Review your job search goals, revise as needed, and update your action plan
- i Stay healthy with rest, exercise, diet, and recreation

Maintain your competitive edge:

- i Finish your dissertation
- i Professionalize your wardrobe

Career Path Preparation

- i Update your LinkedIn profile and CV tailored to specific roles you are targeting
- i Finalize application materials (including references) and tailor them as needed
- i Match your skills, experience and interests to the jobs/institutions/ companies to which you are attracted
- i Use your network contacts to learn more about positions and institutions/ companies to which you are applying
- i Let network contacts know you are actively looking for a job
- i Search for and apply to job openings and postdoc positions

Communication Skills

- i Schedule a mock interview with your advisor and the career center
- i Continue to present your work to diverse audiences

Postdoctoral Scholars Timeline

Early Stage (Entering Postdoc)	
Self- Assessment & Development	<ul style="list-style-type: none"> i Create an Individual Development Plan (IDP) and discuss the plan with your faculty mentor i Draft timeline for the experiences and skills you wish to gain in your postdoc - update as needed
Career Path Preparation	<ul style="list-style-type: none"> i Create and update a LinkedIn profile and join relevant LinkedIn groups i Meet and network with postdocs and faculty in your department and around campus i Attend career panels and conferences to explore various career paths and requirements i Join relevant professional organizations and academic societies i Review job ads to see what is expected of applicants and what specialties/skills are in demand i Update your CV and create a resume
Communication Skills	<ul style="list-style-type: none"> i Attend workshops and develop skills in handling conflict, managing up, and presentation skills i Identify important journals in your field for potential publishing opportunities
Project Management, Leadership & Collaboration	<p>Expand skills and experience through:</p> <ul style="list-style-type: none"> i Departmental or campus committees i Attend workshops outside of your department i Apply for outside funding/grants (training grants/fellowships, career development awards, research grants)
Teaching & Mentorship	<ul style="list-style-type: none"> i Attend teaching workshops and seminars i Audit a course

Late Stage (End of Postdoc)

<p>Self- Assessment & Development</p>	<ul style="list-style-type: none"> i Review your career portfolio goals, revise as needed, and update your action plan i Discuss career goals and action plan with faculty mentor and other supporters (see page 28)
<p>Career Path Preparation</p>	<ul style="list-style-type: none"> i Finalize application materials (including references) and tailor them as needed i Search for and apply to job openings i Keep in touch with relevant network contacts wdeveloped previously i Meet with your potential references and share your plans and updated CV/Resume i Tailor your LinkedIn profile to targeted industries
<p>Communication Skills</p>	<ul style="list-style-type: none"> i

Online Assessments & Resources

Choosing your future career path is a very complicated decision that will continue to evolve throughout your professional life. Career assessment tools help you identify your strengths and skills, understand your work and communication style, and reflect on your core values that can be valuable as you develop professionally.

You can access the following tools online or with the help of a career counselor.



Life Values Inventory Online (LVIO)

LVIO was developed to help individuals and organizations clarify their values and serve as a blueprint for effective decision-making and optimal functioning.

- i The program is comprised of 5 steps including an assessment portion and results and strategies section

Individual Development Plan (MyIDP) Myers-Briggs Type Indicator (MBTI)


MyIDP is a career development and planning tool for biomedical scientists, though it can be adapted for STEM disciplines.

MyIDP provides:

- i Exercises to help you examine your skills, interests, and values
- i An algorithm to help you identify which careers best fit your current skills and interests from a list of 20 scientific career pathways
- i A tool for setting strategic goals for the coming year, with optional reminders to keep you on track
- i An opportunity to help map out or frame your career development plans, skills and interests when meeting with your faculty advisor or PI

MBTI is a personality assessment tool, available for graduate students, to help better understand your personality preferences and align your career choices and planning with those preferences. The MBTI is free for all graduate students, however, it must be administered by a career counselor.

To schedule an appointment visit BruinView™ and a counselor will meet with you to discuss the tool and gauge if it is appropriate for your needs.



Graduate Student & Postdoctoral Scholar Professional Development Website

The [UCLA Professional Development website](#) is a collaborative project of UCLA campus units representing the interests of graduate students and postdoctoral scholars at UCLA. We provide a calendar of workshops, speakers and presenters on and off campus who can provide insight and expertise on professional and career development topics.

Transferable Skills Analysis

The following list of transferable skills is a great start to identifying and prioritizing your skills gained as a graduate student, postdoc, and through other experiences. Using the list below, check the box next to the skills you feel confident using. Then evaluate the checked skills and underline those that you enjoy doing daily.

Research & Information Management

- Locate and assimilate new information rapidly, applicable to a given problem
- Understand and synthesize large quantities of complex information
- Design research instruments (e.g., surveys) and effectively analyze results
- Develop organizing principles to effectively sort and evaluate data

Analysis & Problem Solving

- Clearly define a problem and identify possible causes
- Comprehend large amounts of information
- Form and defend independent conclusions
- Design an experiment, plan, or model that defines a problem, tests potential resolutions and implements a solution

Communication Skills – Written & Oral

- Prepare concise and logically written materials, for different audiences in different contexts: from abstracts to book-length manuscripts
- Edit and proofread
- Organize and communicate ideas and complex information effectively in oral presentations to specialized and non-specialized audiences in small and large groups
- Persuade others in both written and oral format using logical argument
- Write effective grant and research proposals

Interpersonal & Leadership Skills

- Facilitate group discussions or conduct meetings
- Teach skills or concepts to others
- Work effectively in teams, and collaborate on projects
- Navigate complex or bureaucratic environments effectively
- Diplomatically communicate and respond to positive or negative feedback
- Motivate others to complete projects
- Build consensus among groups or individuals (e.g., with your department/committee)
- Effectively mentor subordinates and/or peers

Organization & Management

Manage a project or multiple projects from beginning to end
Identify and establish goals or tasks to be accomplished in a reasonable timeline

Organize and prioritize tasks

Anticipate possible challenges

Maintain flexibility in the face of changing circumstances

Supervision Skills

Evaluate others' performance (e.g., grade exams or papers)

Monitor or oversee the work of others in a lab or classroom, and provide feedback

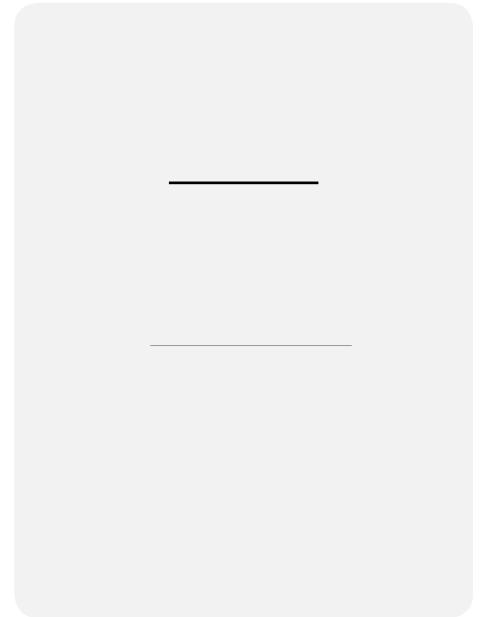
Self Management, Work Habits & Entrepreneurial Skills

Meet deadlines and manage competing priorities

Perform under pressure

Work independently

Acquire funding (e.g., write grant/fellowship proposals) and manage a budget



5 D Q N R U G H U W K H W R S À Y H V N L O O V W K D W \ R X G R Z H O O D Q G H Q M R \ C

1.

2.

3.

4.

5.

Do any of these fall under a particular skill category?

SWOT Analysis

Identify a job description or career field that you are interested in pursuing. Using the following criteria, analyze yourself and the external landscape for that career field. This will help you identify your strengths as a candidate, areas for improvement, and networks/training opportunities to build toward this career.

Strengths	What do I do well? What is my biggest achievement? What do others recognize me for? What personal qualities do I possess?	
Weaknesses	What do I need to improve? What tasks do I typically avoid? What are my personal flaws?	
Opportunities	What are the trends in my professional industry/discipline? Who can support me in achieving my goals? What additional training or experience is available to me?	
Threats	What are the obstacles? Who is competing for this kind of job/career? What macro-level changes might impact this career? (political, environmental)	

Values Worksheet

Place the abbreviation for each of the values listed in the Work Values Inventory into one of the categories below to indicate how important each value is to you in your work.

Highly Important	Moderately Important	Not Important
<p>Rank order the values in this category.</p>		

Work Values Inventory

- | | | |
|------------------------|-----------------------------|--|
| Achievement (ACH) | Health (HAE) | Mechanical and physical activity (MPA) |
| Advancement (AVA) | High income (HIN) | Moral and religious concerns (MRC) |
| Adventure (AVE) | Home and leisure life (HLL) | Outdoor work (OUT) |
| Aesthetics (AES) | Independence (IND) | Physical appearance (PHA) |
| Predictable work (PRE) | Friendships at work (FRI) | People contact (PEC) |
| Competition (COM) | Interesting work (INT) | Recognition (REC) |
| Early entry (EAN) | Leadership (LEA) | Security (SEC) |
| Altruism (ALT) | Exhibition (EXH) | Status/prestige (STP) |
| Creativity (CRE) | Lifestyle (LIF) | Variety (VAR) |
| Fairness (FAI) | Location of work (LOC) | Work environment (WEN) |

Top Ten Work Values

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

1 Lock, R. D. (2004). Taking charge of your career direction: Career planning guide, book 1 (5th ed.). Belmont, CA: Thomson/Brooks Cole

Career Decision-Making Matrix

The Decision Making Matrix worksheet will help you summarize many factors that can affect your decision to accept a position. Before feeling confident about what choices you will make, you also may want to use additional decision-making models, gather more information, or talk to others. Follow the steps below to complete the chart on the next page.

Step 1	At the top of the worksheet, list up to three options you are considering and comparing.
Step 2	In the left hand column, list up to seven values or factors that impact your decision, for example, hours per day, cost of living, impact, prestige, work-life-balance, etc.
Step 3	In the "Importance of Value" column, rate how important the value is in your decision on a scale of 1-5. (1 = not very important 5 = absolutely critical)
Step 4	In the "probability" column, rate the likelihood that each option will fulfill each value on a scale of 1-5. (1 = very little chance the value will be fulfilled 5 = no doubt the value will be fulfilled)
Step 5	Multiply the Importance number by the Probability number and enter that into the Subtotal column for each option.
Step 6	Add the subtotals for each column and enter the amount at the bottom underneath each option.
Step 7	Compare the totals of each option. Note which option has the highest total.
Step 8	Some students and postdocs feel comfortable that the highest score represents their best option. Other students and postdocs use the worksheet more than once during the decision making process for a number of reasons. For example, they may find that the values they initially used have shifted in priority, or they may add or delete values to their list, which might offer a different set of ratings.



Industry Lists

Science, Technology, Engineering & Math

- i STEM Education in K-12 Schools
- i Support of Science & Engineering Related Products
- i Science & Technology Policy
- i Science & Technology Education and Outreach
- i Public Health Related Careers
- i Teaching Intensive Careers in Academia
- i Intellectual Property
- i Science Writing
- i Sales & Marketing of Science and/or Engineering Products
- i University & Research Administration
- i Clinical Practice
- i Scientific & Medical Testing
- i Research & Teaching Careers in Academia
- i Business of Science & Consulting
- i Clinical Research Management
- i Principal Investigator at a Research Intensive Organization
- i Entrepreneurship
- i Drug/Device Approval & Production
- i Research in Industry
- i Research Staff at a Research Institution
- i Big Data

Social Science, Humanities & Education

- i Public Education & Training
- i Academic & Higher Education Administration
- i Administration & Management
- i Research, Assessment & Analysis
- i Writing, Publishing & Editing
- i Consulting
- i Entrepreneurship
- i Communication, Public Relations & Marketing
- i Human Services
- i Advocacy
- i Performing & Fine Arts
- i Development & Fundraising
- i Diplomacy & Mediation
- i Research & Teaching Careers in Academia
- i Teaching Intensive Careers in Academia
- i Translation & Interpretation
- i Data Management



Helpful Tip

Visit the [occupational outlook handbook](#) to learn about the outlook and trends.



Informational Interviewing

Informational Interviews are 20-60 minute long conversations for you to ask questions, listen, and learn about organizations, career paths, and industry trends from a professional in a field of interest. This is also an excellent way to expand your network in a particular industry, and gain more nuanced information about a career or organization.

This is not the same as a job interview, so use the time to listen and learn.

6. SHOW ME WHO YOU'VE WORKED WITH

- i How did your research background in _____ help you in your job search?
- i How does your research background on _____ come into play, if at all, in your current position?
- i How did your experience in _____ better prepare you for this position?
- i What are the pros and cons of working on _____ project?
- i Would you suggest _____ (related specific experience) will help in this position?

Sample Thank You Email (Follow - up)

After you have met with the professional or alumni and had a chance to learn more about the position, industry or field, your next step is to FOLLOW UP with them using a thank you email or hand written note. You should always thank people for their time, even if you have decided you don't want to pursue careers in that direction. You never know where your next opportunity will come from and establishing a professional network is key to navigating successful career choices throughout your professional life.

Thanking someone for their time is the easiest way to follow up, communicates professionalism, and is an opportunity to plant seeds for future interactions.

When following up with an alumni or professional, communicate these three things:

1. Thank them for their time and any specific resources, tips or contacts they shared highlighting what you had in common.
2. Demonstrate how you plan to use their advice, or share additional resources that are related to your conversation.
3. Do not ask for a job, or send your resume unless it was something they offered during your meeting. You are still building a relationship and asking for a job is premature.

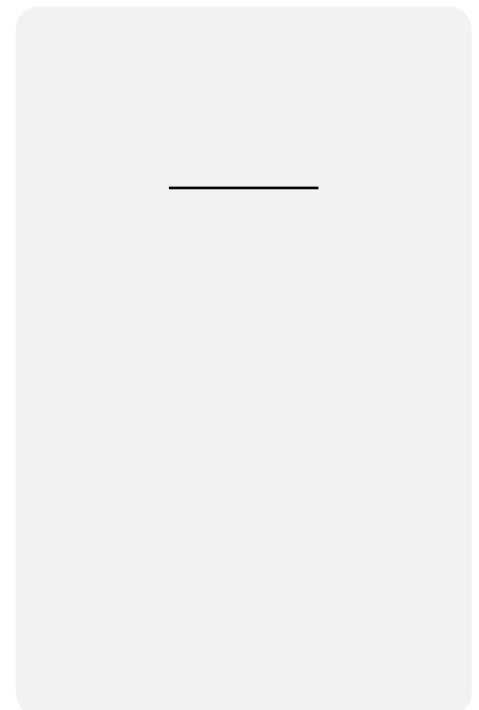
Dear Dr. _____,

Thank you for meeting with me last week to learn about your career at AAAS, and the kinds of projects you have had the opportunity to work on. Our discussion helped me think about my doctoral work more broadly, and I took your advice and reached out to your colleague, Dr. _____ at RAND – we are meeting next week. Your detailed information concerning the AAAS Fellowship program was really helpful, and I plan to apply for the fellowship when it opens next month.

I appreciate your willingness to meet with me, and hope I can have the opportunity to return the favor in the future.

Sincerely,

Kelly Engineer





Job Search Methods & Strategy

There are many ways to search for a job, which also may vary by position and industry. Some of the most common methods are listed below.

Strategy	% H Q H À W V	Tips
<p>Networking - connect with as many individuals as possible and develop a list of contacts.</p>	<p>Creates resources for you to identify potential job opportunities and learn more about a position, company, or industry. Networking can also help you access “hidden” opportunities not posted to the public.</p>	<p>Join LinkedIn.</p> <p>Attend Networking events on and off campus.</p>
<p>Targeted Search - Identify the types of organizations you would like to work for, develop a targeted list, and research companies.</p>	<p>Allows you to be more proactive and take charge of your search, instead of waiting for companies to post positions. This type of search goes hand and hand with networking as it will be important to develop contacts within organizations and companies.</p>	<p>The UCLA Career Center Library, Chamber of Commerce.</p>
<p>Professional Associations - Research professional associations related to your career interests, as most provide</p>		



Job Search Resources

Online Search Engine & Information

[Occupational Outlook Handbook](#) Career & industry trends, salaries & outlook

[LinkedIn](#) Online professional networking site

[Hoovers](#) Largest commercial database of companies, professionals, industry segments

[Indeed](#) #1 online job search engine, includes universities and sorts based on location, salary, level, keyword, skills

[Idealist](#) Nonprofit job and volunteer search engine/site

[BruinView™](#) UCLA-specific recruiter posted opportunities, workshops & on campus interviews – search for PhD level, by skills & sign up for the newsletter

[Linkup](#) Job search engine with RSS feed, sort by location, tags, and company

[O*Net](#) Database of occupational information, career exploration tool

3 K' 3 R V W G R F 6 S H F L À F 5 H V R X U F H V

UCLA Career Center

[Graduate Student & Postdoctoral Scholar Professional Development Website](#) Calendar of UCLA campus professional development events and opportunities, Individual Development Plan resources, and professional development competencies.

[Versatile PhD](#) Online PhD Community, Job Site & Career Exploration tool. Log in through Career Center or Graduate Student Professional Development Websites to access premium content

[PhD Career Guide](#) Career Exploration, Online Community, Job Board, and Blog

[Chronicle of Higher Education – Vitae](#)

[Beyond Academe](#) A resource specifically for History PhDs, with useful information for all PhDs

Resume Template (1-2 pages maximum)

Usually 2-3 sentences that summarize your history, background and unique qualifications, tailored to the position.

Using areas of expertise or emphasis is a good way to communicate your research topic area, or method expertise for non-specialized audiences. Only include topics that are relevant to the position.

This section may include all of your experiences, paid and unpaid, volunteer, community service or professional. Analyze each experience with regard to the skills, abilities, leadership positions and accomplishments gained. Quantify the statements, where possible, and use action verbs.

Pat Navarro
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Professional Summary
More than 5 years of research experience in clinical, academic and hospital settings. Managed a large multi-site study, which led to 3 top tier publications and a patent for a compound undergoing Phase 1 clinical trials. Experience leading lab development, and mentoring professional growth of research trainees.

Education¹
PhD Biological Chemistry 2015
University of California, Los Angeles CA
Areas of Expertise: Alzheimer's, Neurological Therapeutics

Research Experience²

Team Lead, Multi-Site Alzheimer's Research Study, UCLA Dept of Biological Chemistry	2014-Present
<ul style="list-style-type: none">• Coordinated and led a team of multidisciplinary faculty and postdoctoral researchers at 5 research hospitals• Identified a need for lab instruments and successfully applied for \$40,000 used to secure training, supplies and instrumentation	
Postdoctoral Researcher, UCLA Department of Neurobiology	2010-2012
<ul style="list-style-type: none">• Secured grant funding and managed budgets for 2 independent research projects• Managed and mentored 4 doctoral students and 16 undergraduate students in experimentation design and delivery	
Doctoral Research Assistant, Vanderbilt University, Neuroscience Department	2004-2010
<ul style="list-style-type: none">• Identified a new target for Alzheimer's therapeutic approaches• Increased existing client revenue by 30% through service and customer care program• Attained 'Leaders Club' recognition in the Western Region.	

Skills³

Data Analysis: Stata, Data Envelopment Analysis	Modeling Software: SC/Tetra, Comsol, Solidworks
Programming: Matlab	Documentation: Microsoft Office, LaTeX, Mendeley

Publications (2 out of 6) Presentations (1 out of 12)

Smith, J. & Jones, N. "The effects of Alzheimer's drugs on patients ages 40-45" Nature, V.356 2014
Smith, J. "Neutralizing Alzheimer's: the ethical dimensions of clinical trials" Presented at the National Association for Alzheimer's Care in New York, 2014

1 Include Institution Name, degree(s) earned, majors/minors, honors, date of completion or expected completion. Education should only come first if you are completing or have completed in the last 2 years.

2 Your extracurricular or service activities may offer a unique way to demonstrate transferrable skills. Top skills employers tend to look for include teamwork, communication skills, data management, analytical and problem solving.

3 These may include laboratory skills, technical skills, foreign language, computer, research skills and others.

Resume Bullet Points: Writing Accomplishment Statements

Resume bullet points should demonstrate your achievements in a particular role, highlighting your success and skills as they relate to the job application. They should be organized by most impactful accomplishments first and tailored to the specific job you are applying to. Don't list duties or the daily tasks of your position. Instead, demonstrate your value by highlighting the depth and breadth of your work and skills. When writing the accomplishment statement ask these questions:

1. What skills do I need to demonstrate for the job I am applying to? (refer back to specific job description)
2. What did I accomplish in this role that demonstrates those skills?

Example: Breaking Down Your Experience

Think about the duties and responsibilities performed in your position. From there, determine what you have accomplished related to those specific tasks/projects. The demonstrated accomplishment is your final "product". Comments are in Gold.

Duties:

- Graded homework, taught labs, met with students during office hours
Duties don't demonstrate your capabilities or skill level

Job Description & Tailored Resume Example

Job Ad

Now Hiring! Research Analyst

Job Description

The Research Analyst will provide support for projects on the Arts Commission's Research and Evaluation Plan. The Analyst will also be given responsibility to **develop and manage one or more projects** and will carry out those projects **independently**, under the guidance of the Research & Evaluation Manager. Examples of the kinds of projects the Analyst might work on that are currently underway include an analysis of the impact of a Civic Art graffiti abatement project, the development of school district arts education data, a report on contract employees and volunteers working in LA County arts nonprofits, and the development of data visualizations to present Arts Commission data.

The Research Analyst may be asked to undertake include the following:

- **Conduct literature reviews;**
- **Develop data collection instruments;**
- **Collect data:** surveys, interviews, focus groups, observations and data reviews

Highlight responsibilities and duties that you can clearly demonstrate in your resume

[Redacted resume text]

Use the terms, not the phrases to tailor your resume to the position

[Redacted resume text]

[Redacted resume text]

[Redacted resume text]



De la Universidad de la Sorbonne, París, Francia, el 15 de mayo de 1968. (15 de mayo de 1968)

[Redacted text block]

[Redacted text line]

[Redacted text line]

[Redacted text block]

[Redacted text block]

[Redacted text line]

[Redacted text line]

[Redacted text block]



Cover Letter Template

A Cover Letter is a tailored one -page document that provides context and in depth examples of your skills, knowledge, experience and t for the position. The cover letter should focus more on 3-4 needs outlined by the job description and how your skill set and experience aligns with those needs. A good cover letter is targeted and does not simply restate the resume. This is also an opportunity to express enthusiasm for the position and organization by demonstrating how well you understand their mission, vision and accomplishments.

Name
Address, City, State, Zip Code | Phone Number, Email

Employer Name
Title
Company
Street Address
City, State ZIP

Dear _____ ,

With ve years of research and assessment experience, and a record of communicating research to diverse audiences to positively in uence change, I am a strong candidate for the research analyst position at the Community Health Center of Los Angeles (CHCLA). I was referred to this position by Dr. Andrew Greene, the communications manager at CHCLA. In addition to my research experience, I have a strong teaching and communication background and commitment to community work that would be particularly useful for this position.

As a public health research fellow at UCLA, I created several surveys that evaluated the mental health of graduate students while dissertating. Survey results indicated that graduate students were suffering from feelings of isolation and depression, which was subsequently slowing their time to completion. Using this information, we created 3 peer dissertation writing groups, and advocated for more mental health support from the university, where we successfully secured funds to expand the graduate peer support groups. My ability to design research polls and use the ndings to proactively advocate for CHCLA's initiatives would be highly bene cial to your organization, especially given the new K-12 healthy initiatives you are working on.

I appreciate your time in reviewing my application. I believe that the combination of my research, commitment to community and ability to communicate research and in uence action would be ideal for this position. My resume is enclosed, and I look forward to meeting with you.

Sincerely,
(signature)
Name

Use the same heading as your resume to create a "letterhead" for your documents.

If you cannot nd the name of the contact, consider addressing the letter to "Hiring Manager" or "Hiring Committee."

1.

2.

3.

1.

First Paragraph (Purpose)

- i State why you are writing and the position at the company you are applying for. Indicate how you learned of this position.
- i If referred, be sure to include the name of the referral in this paragraph.
- i Demonstrate briefly your knowledge of the company, and create a thesis statement that outlines your unique qualifications for the job.

2.

Second paragraph

% D F N J U R X Q G D Q G 4 X K O U G F S D W L R Q U D S K 5 H T X

- i If you have related experience or specialized training, elaborate on the details that would be of special interest to the employer.
- i Be specific about your qualifications and skills.
- i Provide examples on how you obtained/honed these skills. Your goal here is to match your skills to the employer's needs.
- i Explain how you would fit into the position and the organization. If it gets lengthy, break this paragraph into two, to make it more readable.

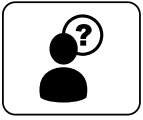
3.

- i Close your letter with confidence by briefly restating how your qualifications match the position.
- i Express your interest in further discussing your background and the position with the employer.
- i Finally, include a statement expressing your appreciation for the employer's consideration.

A Cover letter is almost always required of candidates in all professional industries. Though called a cover letter, they are typically read by employers after the resume is reviewed, so they need to provide more tailored and targeted information. When submitting application documents, always save as a PDF. If submitting via email, put the cover letter in the body of the email and attach it as a PDF.

CV vs Resume

	CV	Resume
Audience	Academics in or outside of your discipline	Potential employers and networking contacts
Goal	To obtain an academic position, research-focused or teaching focused position in academia or another industry, or a grant or fellowship	To obtain a position in government, nonprofit, technology, business, consulting or other industry, etc.
Structure & Format	Complete history of your academic credentials – research, teaching, awards, funding, service	Brief snapshot of your most relevant skills and work experience. Most relevant skills and experiences should be in the first 1/3 of the resume. Resumes are targeted specifically for the job description.
Focus	Your academic achievements and your scholarly potential	Experience and demonstrated skills through accomplishments that prove you can do the job well
Unnecessary Info	Activities not related to academic pursuits (i.e., personal information, irrelevant work experience, hobbies, etc.)	Unabridged list of publications, presentations, conferences attended, courses taught. Work or accomplishments from more than 10 years ago.
Length	Flexible	1-2 pages



What is it?

A Curriculum Vitae otherwise known as a CV translates to “story of one’s life”. This document catalogues your academic achievements, typically organized around the three pillars of the academy: Research, Teaching and Service. A CV is an exhaustive list of your achievements, as opposed to a resume which is more of a snapshot, tailored to demonstrate specific skill sets and accomplishments.

When Is It Used?

CV’s are the credential asked for in academic job application processes, postdoctoral scholar application processes, and fellowship and grant applications. Because they demonstrate expertise, they are also frequently asked for by research-intensive organizations or for research or teaching intensive roles within organizations.

CV Format

CV’s do not have a page limit and typically include more white space, because they focus on your accomplishments as well as your education. CVs are used by scholars in your discipline and those who are working in positions you are interested in pursuing to create your own CV. CVs are used by scholars in your discipline and those who are working in positions you are interested in pursuing to create your own CV.

- i / LVW ÀUVW DQG ODVW QDPH DQG FRQWDFW LQIRUPDWLRQ DW WKH
- i Always include the date you last updated your CV
- i List accomplishments in reverse chronological order in each section: research, teaching, funding, education, honors & awards
- i 8VH WKH FLWDWLRQ VW\OH RI \RXU GLVFLSOLQH H J \$3\$ 0/\$
- i All publications should be accurate and complete: co-authors, journal, issue, title, date
- i All presentations should be accurate and complete: co-presenters, conference, date, location, title
- i In press is considered an accepted publication
- i Publication status should be clearly marked – under review, revised & resubmitted
- i In preparation manuscripts should be tracked on the CV, but not always used when submitting a CV
- i ,Q SUHSDUDWLRQ LV D YHU\ GLVFLSOLQH VSHFLÀF WLWOH FKHFN Z

Curriculum Vitae Template

Ryan Zhang
(Updated month, date, year)

School/Department/Lab
University Address

Human@ucla.edu
111.111.1111 (cell)
Hr123 (Skype)

Education

Ph.D. English, University of California, Los Angeles, expected June 15, 2016**

- Advisor/Chair and Committee Members (as appropriate)
- Dissertation/Thesis: Thesis Title

M.A. English, University of California, Los Angeles, May 2010

- Comprehensive Exam Competencies:

B.A. English and Religion, Duke University (Durham, NC) May 2008

Honors & Awards

Joseph P. Kappman Research Honor for Excellence, 2014

UCLA Graduate Student Mentor Award, UCLA Graduate Division 2014

Research¹

Publications

Smith, J., & Johansen, T. (2015). Name of article. *Nature*, 85(2), 112-123.

Research Experience

Research Assistant, Johansen Lab, UCLA Biology Department 2012-present

Established novel model of X in Y Lab, resulting in 3 publications and 2 conference presentations.

Consider including:

- Research Experience
- Publications
- Publications & Presentations
- Blind Refereed Journal Articles*
- Book(s) (under contract)
- Blind Refereed Book Chapter
- Invited Book Chapters
- Published Conference Proceedings
- Reports/White Papers
- Book Reviews
- Blind Refereed Conference Papers
- Non-Blind Refereed Conference Panels and Presentations
- Invited Presentations & Panels
- Columns
- Other Publications (Op-ed, editorial, photography, etc.)

Date your CV, so you can accurately update your accomplishments.

Be as specific as possible about your completion date.

Organize the sections of your CV with the most relevant sections first—audience, purpose and recent work determine relevance. Most students will list education first. Postdocs may lead with their training appointment.

¹ List accomplishments in reverse chronological order using the citation style of your discipline (APA, MLA) – most recent accomplishments first. If publications are under review, under contract or revised and resubmitted, they typically can be listed in the publication section so long as the status is clearly marked. Work in preparation is only listed in specific disciplines or on the purpose of submitting the CV (e.g., for fellowship applications to fund the research in preparation).









Research Statement Template

Research Statement Template Continued

Structure Two:

(This model relies on proportions, so create paragraph structures as you see it)

25 % Previous Research Experience Describe your early work and how it solidified your interest in your field. How did these formative experiences influence your approach to research? Explain how this earlier work led to your interest in your current project.

25% Current Projects Describe your dissertation/thesis project – consider using the first paragraph from your dissertation or thesis abstract since it covers all your bases: context, methodology, findings, significance. You could also mention grants/fellowships that funded the project, publications derived from this research, and publications that are currently being developed.

50% Future Work Transition to how your current work informs your future research. Describe your next major project as you did in structure one and a realistic plan for accomplishing it. What publications do you imagine stemming from it? The last part of the research statement should be customized to demonstrate the fit of your research agenda with the institution.



Helpful Tip

Keep in mind that future projects have to be feasible for the institution to which you are applying. Does it have the resources, funding, and equipment you will need? If not, you aren't a good fit for the position (and it isn't for you).

Tips for Combining your Research and Teaching Statements

- i Research the department and university priorities
- i Based on their priorities, determine how best to combine the two statements
- i For a teaching-focused position, emphasize your teaching and end by relating your teaching to your research
- i For a research-focused position, emphasize your research and end by describing how your teaching complements your research
- i For a position that values both equally, create a statement that weaves the two together. For instance, your introduction can describe how your teaching and research inform each other. The following paragraphs depend on what you want to emphasize first, but one or two paragraphs on teaching and one or two on research can work, depending on length requirements. Conclude by reiterating the centrality of teaching to research and vice versa, based on your teaching and research philosophies.
- i Ultimately, you want to create a narrative through-line that can 1) demonstrate how teaching makes your research relevant (and vice versa) and/or 2) why your work is a relevant teaching topic

When Applying

- i Read the instructions for materials required carefully – postdoc positions often will ask for a “personal statement” that's actually a research statement. They'll want to know about completed work, work in progress, future work, professional goals, publication plans, etc.
- i The research statement is NOT the same as the research proposal required by many postdoc applications. Research proposals vary widely in length and have their own specific requirements¹.

¹ For more on the research proposal, see Karen Kelsky, “Dr. Karen’s Foolproof Grant Template.” The Professor Is In.

Teaching Statement



What is it?

Sometimes called a Statement of Teaching Philosophy, the Teaching Statement should be between 1-2 pages and should give a snapshot of your teaching. Use the first person when you write this document to explain your central approach, articulate your impact, and outline specific examples of strategies, assessments and evidence of outcomes supported from your teaching experience.

When is it Used?

A teaching statement is part of the application process for academic positions, teaching positions in K-12, charter schools, and private boarding schools and sometimes training positions in organizations. It typically is part of a more robust teaching portfolio for some applications, so it is important to keep a record of all teaching experiences, including evaluations.

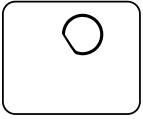
* H W W L Q J 6 W D U W H G 4 X H V W L R Q V W R D V N \ R X U V H O I E H I R U H \ R X E H J L G

- i What are your goals for yourself? Your students?
- i What was your best teaching experience? Your worst?
 - pick an example that demonstrates learning from your mistake and implementing what you have learned.
- i What are your strengths as a teacher? Weaknesses? How can you improve your weaknesses?
- i How do you implement your philosophies on teaching and learning in the classroom? What strategies do you use?
- i How do I know the strategies I have implemented work? How do you assess student learning?
 - How does this relate to your teaching philosophy?

Teaching Statement Structure

Introduction My teaching approach is that of critical pedagogies () rogy teach respn oiust

Diversity Statements

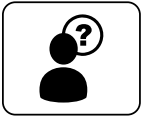








Thank You Email Template



What are they?

Writing a handwritten thank you note, or more commonly – sending a thank you email is expected after any job interview at any stage. The purpose of the thank you note is to re-affirm your interest in the position, and thank those involved in the interview for their time. This is also an opportunity to highlight your strengths and fit for the position. Thank you notes don't necessarily earn you a position; however if they aren't received, hiring managers may count it as a strike against you as a candidate.

When are they used?

Send a thank you email within 24 -48 hours of an initial phone screening or Skype interview, to ensure your thank you reaches the search committee or hiring manager before a decision is made about who will be moved along in the process. Handwritten thank you notes are more often used after a final interview. However, if a decision is expected quickly – getting the thank you out via email is recommended to ensure it is received before a decision is made.

When writing an email, include job title, name of interviewer, and your contact information.

Confirm your continued enthusiasm and interest in the position.

Keep it short and conclude with a closing.

Evaluating and Negotiating Job Offers

Congratulations! You have been offered the position. It may seem like the hard part is over, but it is still important to read the offer carefully and consider your value as well as your long-term career goals. Note that the items and resources below do not apply to all job offers. Get advice from your mentors and knowledgeable colleagues about how to approach any negotiation – the potential employer also has the option of withdrawing an offer if your terms seem out of the bounds for the position or untenable for the organization. **Evaluate the entire offer...not just the salary!**

Professional Development

Annual financial contribution, conference attendance, professional membership, certifications/trainings available

(GXFDWLRQ %HQHÀWV

Tuition reimbursement or financial help for college for your children/family members

Flexible Work Schedules/Telecommute

Flexible work schedules or opportunities to telecommute

Paid Time Off

How do they calculate paid time off, sick vs. vacation and days the organization is closed? Is it “use it or lose it”?

Do they cover paternity/maternity leave?

Retirement Contribution

Types of plans, minimum/maximum contribution, time to being vested, company match/contribution



Healthcare Coverage

Monthly co-pays, types of coverage



Job Offer Evaluation/Negotiation Worksheet - Continued

	My Current Offer/ Job Information	My Needs
Retirement Contribution	Retirement Options:	My Retirement Needs:
Healthcare Coverage	Co-pay coverage:	Does the healthcare meet my needs?
Professional Development	M1nvcov5.7(v)20(elo3age)]TJ1J 6.413 0 0 6.413 139.4106 575.2128 Tm (2)Tj 0.25 0.25 0.2	

How to Negotiate

1.

Have an action plan **BEFORE** you start negotiating.

2.

Don't fixate on one portion.
If the employer states salary is less desirable, negotiate other benefits.

3.

Get everything in writing.

4.

Use professional language and maintain composure through all communication – practice with someone verbally or have a trusted colleague read written communication before sending to ensure tone/goal are appropriate. If you cannot reach a mutual agreement, you have the option to reject the offer.

5.

Do not feel pressure to accept an offer if the compensation package does not reflect your worth and meet your needs.



Acknowledgements, Index & Resource List

Acknowledgements

Thank you to the following UCLA offices, who dedicated their time and expertise to this project:

UCLA Graduate Student Resource Center

UCLA Graduate Writing Center

UCLA History Department

UCLA David Geffen School of Medicine Office of Postdoctoral Affairs

UCLA Career Center

UCLA Graduate Division

Academic Job: General Advice

Duquesne University, Landing an Academic Job

Harvard, Substance and Content of the Dossier and Other Application Materials

Karen Kelsky, The Professor Is In Blog

Stanford Academic Job Search Resources

Stanford PhD and Postdoc Career Guide

University of California, San Diego, The Academic Job Search Survival Handbook

University of Michigan, Academic Job Search Resources

University of Washington, Academic Career Resources

Yale, Academic Job Search

You on the Market

Curriculum Vitae (CV)

LifeClever, Give your Resume a Face Lift

Cover Letter

Brown University, Cover Letters and CV's for Academic Jobs

Inside Higher Ed, Understanding Cover Letters
