

## Introduction

### Great Careers Begin Here

Georgia Tech Career Services provides a great source of support for graduate students seeking careers both inside and outside of academia. Whether you have just begun your graduate study or are completing your master's or Ph.D. work, this career guide is intended for you. The career-related information provided in this guide has been gathered from a variety of sources to assist you. Additional career-related information is available at [www.career.gatech.edu](http://www.career.gatech.edu). The Career Services Office is dedicated to meeting the needs of Georgia Tech's graduate students.

We hope that you will use the Career Services Office from the beginning of your graduate program. We offer important information about:

- What to do and when to do it in preparation for your career
- Choosing between academic and non-academic career paths
- How to prepare a stellar resume, a curriculum vitae (CV), or both
- Strategizing your job search
- Tips for international students
- Words of wisdom from recruiters
- Making the best decision for you

Need help getting started?

### Come get to know us!

[www.career.gatech.edu](http://www.career.gatech.edu)

Student Success Center – Second floor

404-894-2550

Open Monday through Friday, 8:00 a.m. to 5:00 p.m.

### Career Services Staff

Ralph Mobley, *Director*

Ernest Walker, *Assistant Director, Operations Team Leader*

Marge Dussich, *Assistant Director, Career Planning and Outreach Team Leader*

Cindy Jordin, *Recruiting Manager, Employer Relations Team Leader*

Sonia McAllister, *Career Specialist*

Marie Sewell, *Career Specialist*

Kirstin Young, *Career Specialist*

Grace Yancey, *Recruiting Coordinator*

Edwina Avinger, *Administrative Assistant*

## **Services Available from Our Office**

### **Career Counseling and Planning**

If you would like assistance with exploring career options or deciding on a particular career field, call 404-894-2550 to schedule an appointment with a career counselor.

### **Career Focus**

Held the week before the Fall Career Fair, this one-day event kicks off the recruiting season with a series of career-related workshops presented by employer experts.

### **Career Seminars**

Seminars on interviewing, business etiquette, networking, successful job search strategies, non-immigrant employment, and other topics are conducted each semester.

### **CV/Resume Reviews**

Receive feedback on your CV/resume and cover letters during walk-in hours Monday and Thursday, 9:00 a.m. to 11:00 a.m., and Tuesday and Wednesday, 2:00 p.m. to 4:00 p.m. (Summer hours may differ.)

### **Practice Interviews**

To receive individual coaching to improve your interview skills, call 404-894-2550 to schedule an appointment for a mock interview.

### **Campus Interviews**

On-campus recruiting takes place each fall and spring semester. To participate in campus interviews, register in CareerBuzz at [www.career.gatech.edu](http://www.career.gatech.edu).

### **Career Services Web Site ([www.career.gatech.edu](http://www.career.gatech.edu))**

Review the Career Services Web site carefully. You will see a calendar of events, useful employment links, tips on numerous topics related to the job search process, and a link to CareerBuzz.

### **CareerNews**

*CareerNews* is an electronic newsletter for students that offers timely and informative articles relevant to all aspects of career planning and development. To subscribe, go to <http://lists.gatech.edu> and click the "Log in" button. Log in using your Prism userid and password. Enter "CareerNews" (no spaces) and click "Search lists." Click on "careernews@lists.gatech.edu," then click on "subscribe."

### **Career Library**

Located in Room 260 of the Student Success Center, the Career Services Library contains information on various career fields, salary surveys, companies, and government agencies. Reference books are also available on a wide variety of topics related to career planning and exploration. Numerous free publications related to careers are available as well.

## Other campus resources

### **Academic Colleges/Schools**

Your college or school may be one of your greatest sources for job information and networking with potential employers. Most colleges and schools designate areas to post announcements about employment, and some prepare resume books for potential employers to peruse. Be sure to take advantage of these resources. A listing of Web sites for each college and school with a graduate program appears at [www.grad.gatech.edu/admissions/programs](http://www.grad.gatech.edu/admissions/programs).

### **Alumni Career Services (Alumni Faculty House; [www.alumni.gatech.edu](http://www.alumni.gatech.edu))**

Alumni Career Services offers its services to students within a semester of graduation. These services include a Web-based listing of employment openings, an open resume file, and the annual Alumni Career Conference that brings together alumni and prospective employers. The office offers an excellent Web site with job search-related links.

### **Campus Bookstore**

Looking for a book on writing a CV or interviewing? Visit the Barnes & Noble @ Georgia Tech bookstore, which has a career section with selected books on issues related to the employment search.

### **Graduate Co-op Office (First floor, Savant Building; [www.grad.gatech.edu/coop](http://www.grad.gatech.edu/coop))**

The Graduate Cooperative Education Office is responsible for providing both master's and doctoral students with the opportunity to include specialized work experiences in their graduate studies. This department is housed in the same office as the Division of Professional Practice.

### **Library and Information Center**

The reference desk area (second floor) of the campus library has numerous resources to assist you with researching employers. Ask about the Georgia Tech Electronic Library (GTEL), whose databases are selected specifically by the library for the Georgia Tech community and include access to periodicals with up-to-date information about many companies. If you are considering a job in academia, review the *Academic Job Search Handbook* by Heiberger and Vick.

## Preparing for Your Career: A Timeline for Graduate Students

Preparation for your job search should begin as you enter graduate school, rather than at the end of your graduate education. However, if you are approaching graduation and are just beginning the job search process, don't be discouraged. While this guide strives to put you in the most competitive position, many graduates find fulfilling positions without the level of preparation described in this guide. Wherever you are in your graduate studies, just jump right in and begin your job search and/or preparation for your job search today.

In general terms, there are four phases in the job search process: **Self-Assessment**, **Exploration**, **Focusing**, and an **Action Plan**. **Self-Assessment** involves assessing your skills, interests, values, and work style. The second step, **Exploration**, involves researching career interests, making contacts with people in areas that interest you, finding mentors, gaining practical experience through an internship or part-time job, etc. **Focusing** consists of narrowing your options and beginning to decide which positions you will apply for and which you will eliminate from your search. Finally, an **Action Plan** helps you develop the best job search strategies. At this final stage, you will develop your final resume and/or CV, write cover letters, apply for jobs, continue to network, prepare for interviews and presentations, etc. The timing of these four phases will vary depending upon the length of your graduate program, but some tentative timelines are offered below. More detail on each of the steps in the timelines can also be found elsewhere in this guide.

### Timeline for Master's Students

Master's degree programs vary in length, so this information may need to be tailored to your specific timeframe. If you need assistance with creating a timeline of events to prepare you for your job search, make an appointment to see a career counselor by calling Career Services at 404-894-2550.

#### First Semester

During the first semester in a master's program, your major emphasis should be on **Self-Assessment** and **Exploration**. Below are some important career-related tasks that are appropriate for those beginning graduate study:

- Ultimately, your college or school will be your greatest resource for information. Meet with your program coordinator or advisor to learn more about the job search process for your field. Find out about the timing of events related to the job search process.
- Meet with a career counselor in Career Services to explore your interests, values, skills, talents, and abilities.
- Join a club or student organization that is relevant to your prospective career.
- Join a professional association related to your career interests. Many professional associations have discounted membership fees for students. These organizations present excellent networking opportunities. It is a good idea to create business cards to distribute at these meetings.
- Connect with faculty, staff, and other students in your college or school.
- Explore some of your career ideas by researching specific fields and occupations. Information is available at the Career Resource Library to help you.
- Networking is key. Employers tell us that most positions are identified and ultimately filled through networking contacts. Contact people in fields in which you are interested. Your college or school and alumni can be a good source of contacts.

#### Second Semester

During the second semester in a master's program, your emphasis will shift to becoming more **focused** on gaining practical experience and creating a job search strategy. Some suggested tasks include:

- Create a resume and sample cover letter. Drop in at the Career Services Office during walk-in hours to have your cover letter and resume critiqued.

- Take advantage of the programs offered at Career Services. Seminars are offered on a variety of topics including resume writing, interviewing skills, business etiquette, and job search strategies. Make an appointment to conduct a mock interview to gain feedback on your interviewing skills.
- Conduct informational interviews with people in positions that interest you.
- Attend career fairs.
- Apply for internships, co-op positions, or part-time work to gain practical experience.
- Attend departmental speaker series and network with speakers.
- Attend professional meetings and network with others in attendance.

### Toward the end of your Master's Program

As you approach graduation, there are some career-related tasks that you will need to revisit or fine tune. It is time to develop your **Action Plan**. Below are some suggestions:

- Evaluate your career goals. After gaining relevant work experience, you may consider other options or specify areas for your career search. You may have discovered a preference for a certain work setting or type of employer.
- Using resources from Career Services, colleges and schools, etc., make a list of potential employers and begin identifying contacts in those organizations.
- Review and update your resume. Have it critiqued by Career Services and someone in your college or school.
- Participate in a mock interview to gain feedback on your interviewing skills.
- Develop a job search strategy and apply for positions that interest you. You can participate in on-campus recruiting – go to [www.career.gatech.edu](http://www.career.gatech.edu), click on students and then on CareerBuzz. You should also post your resume with your college or school if it provides this service. Most importantly, be sure to **network** with others. Contact those people you have networked with previously and let them know you are job seeking. Send them an updated copy of your resume.
- Attend career fairs and speak to employers. Have your resume on hand to distribute. Follow up with anyone you speak to by writing a letter and enclosing your resume after the career fair.
- Once you obtain a position, be sure to thank everyone who helped you with your job search process.

### **Timeline for Doctoral Students**

Doctoral degree programs vary in length, so this information may need to be tailored to your specific timeframe. If you need assistance with creating a timeline of events to prepare you for your career search, make an appointment to see a career counselor by calling Career Services at 404-894-2550.

This section contains ideas for those seeking both academic and non-academic positions. Additional tips are included that are relevant only to those pursuing an academic or non-academic position. If you are unsure which path is best for you, make an appointment to see a career counselor or speak with someone in your academic department. If you are considering both career paths, it is advisable to begin searching first for an academic position because the process takes longer and is less flexible.

### While taking Course Work

From the beginning of a doctoral program, it is important to become involved in activities that will enable you to reach your ultimate career goals. The activities listed below are appropriate for those doctoral students who hope to work in either an academic or non-academic setting:

- Ultimately, your college or school will be your greatest resource for information. Meet with your program coordinator or advisor to learn more about the job search process for your field. Find out about the timing of events related to the job search process. Also, meet with your academic advisor to discuss your career goals and to create a plan that involves career-related tasks to help you prepare for your goals beyond graduate school.
- Meet with a career counselor in Career Services to undergo **self-assessment** of your skills, talents, and abilities. **Explore** different options in your academic field.

- Networking is key. A good source for contacts is your college or school and alumni. Attend professional meetings and network with others in your field. Attend presentations that interest you and introduce yourself to the speaker. It is a good idea to create business cards to distribute at these meetings. Attend departmental speaker series and network with the speakers and others in attendance.
- Pursue opportunities for conducting additional research on teams or with other professors.
- Begin thinking about your application materials (teaching portfolio, research statement, presentation, references, etc.). What experiences do you want to present and discuss with potential employers?

### **Additional Tips:**

#### **Academic Positions**

- Do you want to conduct research, teach, or both? There are different classifications of universities in the United States (see [www.carnegiefoundation.org/Classification](http://www.carnegiefoundation.org/Classification)) that place varying emphasis on research and teaching. Knowing your preferences will allow you to focus your job search later. If you are unsure of your preferences, then you should seek opportunities to explore the skills required in each setting.
- Develop a curriculum vita and have it critiqued by faculty in your college or school. You may also have it critiqued during walk-in hours at Career Services.
- Pursue opportunities for teaching.

#### **Non-Academic Positions**

- Explore different options for positions in industry in your academic field.
- Develop both a CV and resume and learn when to use each. Have your resume and CV critiqued by faculty in your college or school. You may also have it critiqued during walk-in hours at Career Services.
- Many recruiters go directly to colleges and schools to seek the most qualified candidates for their positions. Be sure to network with students who have interned with employers in which you are interested.
- Seek internships with employers that interest you for work after graduation.
- Pursue opportunities for conducting additional research that is relevant to the type of work you hope to do. You may find work either on teams or with other professors.
- Come to the Career Services Office for a mock interview and gain feedback on your interviewing skills.
- Take course work in other areas to expand your marketability. Some ideas include finance, entrepreneurship, and management.

### Once Admitted to Candidacy

Once you have been admitted to candidacy, your job search will begin to be more **focused**. While in some cases doctoral students begin full-time work while writing a dissertation, the timeline for this section assumes that a student is continuing full-time graduate work for at least two additional years. If your timeline is shorter, then you may need to combine this section with the following section, “While Writing Your Dissertation.” Some appropriate career-related tasks are listed below:

- Take advantage of the programs offered at Career Services. Seminars are offered on a variety of topics including resume writing, interviewing skills, business etiquette, and job search strategies. Make an appointment to conduct a mock interview to gain feedback on your interviewing skills.
- As part of the **Exploration** stage, research job leads to learn more about available positions.
- Update and refine your CV and/or resume.
- Research postdoctoral positions and find out the application deadlines.
- Continue networking. Attend career fairs at professional meetings. Plan conference presentations and present your work. If your college or school is hosting a national and/or regional meeting of a

professional association, volunteer or seek work as paid staff. This is an excellent opportunity to meet people and network.

- Seek experience overseeing undergraduate research.

### **Additional Tips:**

#### **Academic Positions**

- Learn more about academic positions by speaking with your academic advisor and those in assistant professor positions.
- Continue to pursue further opportunities to teach and start designing courses.
- Submit articles for publication.
- Participate in the hiring process for new candidates for faculty positions in your current college or school and attend their presentations. This is an excellent learning opportunity.

#### **Non-Academic Positions**

- Research and educate yourself about the options for positions in industry with your academic preparation. Learn more about positions in non-academic areas by speaking with alumni of your academic program or with others through informational interviewing. You may also research companies via their Web sites.
- Gain experience working outside of academia either via an internship or through part-time work.
- Gain experience presenting your work to people in industry. Some departments invite employers to presentations. You may also present your work at conferences.
- The most powerful job search strategy is networking. Build networks within your college or school, with alumni, and with other colleagues. Seek faculty contacts who have connections within industry.
- Attend events on career topics.
- Attend career fairs and professional meetings.

### While Writing Your Dissertation

As your graduate program is reaching its end, it is time to develop an **Action Plan** filled with sound job search strategies to enable you to secure employment after graduation. The tasks listed below will assist you:

- Again, your college or school is one of your best resources. Update your advisor and committee members about your career goals. Distribute revised copies of your CV and/or resume.
- Prepare finished versions of your job application materials. Update your CV and/or resume and have them both critiqued. Also, prepare a sample cover letter and have it critiqued. Select people to serve as references and to write letters of recommendation for you, if necessary. Discuss your career plans with them.
- Prepare for interviews ahead of time. Prepare and practice presentations for on-campus or on-site interviews. Practice your “job talk” with others in your college or school. The “job talk” is a brief explanation of your research interests and experiences. Keep in mind that some people in the room at your presentation may not be as knowledgeable about your subject as you are, so find ways to make your presentation distinctive, interesting, and understandable. Prepare questions to ask those who interview you. Carefully research the schools or employers where you will be interviewing in order to prepare good questions. Don’t forget to send thank you notes after each interview.
- Alert networks that you are seeking employment and when you will be available. Use alumni networking and professional organizations to identify and learn more about potential opportunities.
- Apply for positions and always check to see that your applications have been received by schools or employers where you apply. Seek out online job listings posted by professional associations and postings in the journals in your discipline. Also, consult the *Chronicle of Higher Education* for

academic positions. Submit applications for conference interviews. Follow up promising conference interviews by keeping in touch with the people who interviewed you.

- After you accept a position, be sure to thank everyone who assisted you in the job search process.

### **Additional Tips:**

#### **Academic Positions**

- You may consider asking a respected scholar outside of your college or school to write one of your letters of recommendation.
- Develop a teaching portfolio that includes syllabi, exam questions and paper assignments, and student evaluations.
- Be sure to review the literature in your field to be prepared for questions and discussions while interviewing.

#### **Non-Academic Positions**

- You can find positions by participating in on-campus recruiting – go to [www.career.gatech.edu](http://www.career.gatech.edu), click on students and then on CareerBuzz.
- You should also post your resume with your college or school if it provides this service.
- Most importantly, be sure to network with others. Contact those people you have networked with previously and let them know you are job seeking. Send them an updated copy of your resume and CV.
- Attend career fairs and speak to employers. Have your resume and CV on hand to distribute. Follow up with anyone you speak to by writing a letter and enclosing your resume or CV after the career fair.

## Choosing between the Academic and Non-Academic Career Paths

The choice between taking the academic or non-academic career path can be challenging. The first step in making this decision involves self-assessment in order to gain a better understanding of yourself. What are your values and preferences in the working world? Do you prefer a routine schedule, or do you prefer variety in your day? Do you like to be dressed up or prefer to wear casual clothing? What lifestyle consequences would you face when choosing to work in a university setting or a business setting? There are numerous career tests that will help you determine your work values, interests, preferences, and skills.

The next step is to understand the world of work. Exploring the working world through part-time jobs, graduate co-op positions, and/or internships will give you a first-hand view of a particular career path. Finally, your decision can be made by considering what you have learned about yourself in light of the information you have gathered about the world of work. Is it likely to be a good fit? This process can be simplified by meeting with a career counselor. Call 404-894-2550 to make an appointment.

Below are some general differences between the academic and non-academic career paths:

### Academic

- The job search process ~
  - A CV is used.
  - Search committees are used to select candidates.
  - Reference letters may be required.
  - The interview may last a full day.
- The work place is stable, secure, and shielded from competition.
- Deadlines have flexibility.
- There is a great deal of autonomy.
- Most people have a common background, and there is great emphasis on academic credentials.
- There is pressure to publish and gain tenure.

### Non-Academic

- The job search process ~
  - A resume is used.
  - Typically, one person makes the hiring decision.
  - You will be expected to provide a list of references rather than reference letters.
  - The first round interview may be less than one hour.
- The work place is subject to commercial forces and may be risky.
- Deadlines are generally inflexible.
- Teamwork within the organization is important, and there is less autonomy.
- There is great diversity of backgrounds among personnel with less emphasis on academic credentials.

## Curriculum Vita, Resume, or Both?

### What is a CV?

The curriculum vita or vitae is a comprehensive, detailed, and structured summary of an individual's educational background and professional experiences. The term curriculum vitae means the course of one's life in Latin. Professionals seeking academic positions and non-academic positions in science, higher education, research, and health care typically use a CV. It is also used to seek a fellowship or grant and is expected for some positions overseas. When preparing a CV, it is best to consult with faculty members in your field to determine what is expected and appropriate for your field. A CV is different from a resume in that it typically summarizes your experiences while a resume highlights your accomplishments. Also, a CV may be longer than a resume.

### Categories

The curriculum vita or vitae may contain the following categories:

- Identification (name, address, phone number, e-mail address)
- Objective (specific position title)
- Education (beginning with most recent or expected degree first, list degrees, majors, institutions, and dates of completion/expected date of completion)
- Dissertation or thesis (provide the title and a brief description of your work)
- Relevant work experience (teaching, research, industry, internships, and post-doctoral work in reverse chronological order)
- Skills (lab techniques/equipment, computer programs/languages, and technical skills)
- Presentations, publications, and papers (include current submissions)
- Current research interests
- Grants received, worked on, or revised
- Languages spoken/studied and international travel
- Professional organization memberships and offices held
- Professional service and consultations
- Honors and awards (some academic honors and awards may be included in the education section)
- Inventions and patents
- Editorial boards
- Public service
- Relevant leadership experience
- Certification/licensure
- References (may be listed on a separate page or as part of your actual CV)

Do not include photographs or any information regarding race, religion, ethnicity, age, place of birth, physical characteristics, or family information.

### Length

The length of a CV varies depending upon the number of years of experience. While CVs can exceed twenty pages, it is important to include the most important information on the first page or two.

## Appearance

Below are some tips for creating an effective CV:

- It should be printed on high-quality resume paper that is 8 1/2 by 11 inches.
- Use a white or very light cream color.
- Text should be printed on only one side of the paper.
- Pages may be stapled in the upper left corner.
- Information should be very organized and easy to read.
- Categories of information should be clearly labeled.
- Have a faculty member and others review it for typos.

## Electronic version

When sending electronic versions, attach a file or cut and paste the CV into the text of the e-mail message. Be sure the first few lines state your objectives and career interests since they may be the only items seen on a screen. Other tips include:

- Use language and acronyms recognized in your field.
- Avoid using bold, italics, underlining, lines, or graphics. Use all caps for emphasis.
- Put your name at the top followed by address and each phone number on a separate line.

In many cases, employers use a Web site for applicants to apply for positions. Although each form may be different, some elements may be similar. It is a good idea to save parts of your resume or CV in a format that can be cut and pasted for each individual Web-based form. For example, you may choose to save a bulleted list of work experience responsibilities.

## Transforming your CV into a resume

Your resume or CV must be appropriate to the environment of the position you are seeking. In many cases, it is important to have both a CV and a resume for your job search process. Sending the appropriate document (CV or resume) sends a message to employers that you can distinguish the differences between the academic and non-academic environments and also that you can adapt your skills to be successful in either environment. Most employers in industry prefer a resume. When rearranging your CV to make it a resume, use the following tips:

- A resume for a person with a master's or doctoral degree should be one or two pages. Do not exceed two pages.
- Re-evaluate your experience. Think creatively about how your academic experience can be translated into the necessary skills to be successful in a non-academic environment. Consider skills of project management, leadership, teamwork, effective communication, and meeting deadlines. An excellent list of skills acquired during graduate education may be found at <http://career.berkeley.edu/Phds/PhDskills.stm>.
- Review resume word lists (available in the Career Resources Library and online) to choose action verbs to describe your experience.
- Put your strengths first. You might list your professional experience or your degree first, depending on which is most important for a specific position.
- Include a well-written job objective. Most importantly, state the type of position you are seeking. Other elements of a well-written job objective include the setting in which you want to work, skills or abilities you possess, and long-term goals. Be sure that the contents of your resume support your job objective.
- Emphasize skills and accomplishments.
- You may list relevant presentations, publications, and papers, but not all.
- Be sure to have someone proofread it for you.
- If you are sending a resume electronically, be sure to review tips for *Electronic Submission of Resumes* ([www.career.gatech.edu/students/resources/resumes/electronic](http://www.career.gatech.edu/students/resources/resumes/electronic)) in the Career Guide.

## Curriculum Vitae

### JANE Q. CHEMIST

123 Ferst Place, Atlanta, GA 30332  
janeqchemist@yahoo.com; 404-894-1234

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#### OBJECTIVE

Assistant professor position at a research-focused university.

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#### EDUCATION

**Georgia Institute of Technology**, Atlanta, GA

Ph.D., Chemistry, May 2005, GPA: 4.0

Research Advisor: Dr. Hans Fischer

**Vanderbilt University**, Nashville, TN

B.S., Chemistry, May 2000, GPA: 3.8, Cum Laude

Research Advisor: Dr. John Commodores

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#### AWARDS AND HONORS

Award for Excellence in Graduate Studies, American Chemical Society (2003)

National Science Foundation Pre-doctoral Fellowship (2000)

Phi Beta Kappa (1999)

Poster of Merit, Fourth Annual National Conference on Undergraduate Research (1998)

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#### RESEARCH EXPERIENCE

**Abbott Laboratories**, Abbott Park, IL, 2005 – present

Research Advisor: Dr. Wallace Abbott

Determining the three-dimensional structures of protein/ligand complexes using state-of-the-art, heteronuclear, multidimensional Nuclear Magnetic Resonance (NMR). Developing and applying a novel approach for drug discovery called Structure Activity Relationships (SAR) in which ligands for protein targets are identified and optimized using an NMR-based screening technique.

**Georgia Institute of Technology**, Atlanta, GA, 2000 – 2005

Research Advisor: Dr. George P. Burdell

Designed readily accessible dynemicin analogs that can be activated photochemically and investigated their reactivity. Cleavage of DNA by these analogs and preliminary investigation of the sequence selectivity of this cleavage. Computer modeling of natural and non-natural enediyne compounds and their complexes with DNA.

**Vanderbilt University**, Nashville, TN, 1997-2000

Undergraduate Research Advisor: Dr. John Commodores

Investigated the accessibility of the heme ring of myoglobin using bromonaphthalene sulfate as a phosphorescent probe.

**Burroughs-Wellcome Company**, Chevy Chase, MD, 1999 (Summer)

Laboratory Technician, Chemical Development Department

Large-scale synthesis and purification of pharmaceutical compounds and pharmaceutical leads.

## JANE Q. CHEMIST

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### TEACHING EXPERIENCE

**Georgia Institute of Technology**, Atlanta, GA

Teaching Assistant for Introductory Organic Chemistry (2003 – 2005)

Teaching Assistant for Frontiers in Chemistry (2002-2003)

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### PUBLICATIONS

Chemist, Jane Q.; Davis, Philip J.; Fried, Robert R.; and Smith, Dylan. "SAR by NMR: A Method for Discovering High Affinity Ligands for Proteins." *Science*, in press.

Nyeng, Liang; Vorwaller, John; Black, Jason E.; Tashman, Mayer N.; and Chemist, Jane Q.; "Structure of Bcl-x<sub>L</sub>/Bak Peptide Complex Reveals How Regulators of Apoptosis Interact." *Science*, in press.

Chemist, Jane Q.; Davis, Philip J.; Fried, Robert R.; and Smith, Dylan. "Structural Basis for IL-4 Receptor Phosphopeptide Recognition by the IRS-1 PTB Domain." *Nature Structural Biology*, **2004**, 2, 142-47.

Elton, Ramone R.; Chemist, Jane Q.; and Bloom, Leah S. "The Intramolecular Addition of Silylated Alkynes to Aldehydes: Methodology for the Construction of Cyclic Eneidyne and Its Application to Dynemicin Analogs." *Tetrahedron Lett*, **2002**, 22, 84-87.

Mobley, Ralph; Chemist, Jane Q.; and Duncan, Tanya J. "A Second-generation Photochemically Activatable Dynemicin Analog: A Concise Synthesis and DNA Cleavage Studies." *Synthesis*, **2001**, *Special Issue*, 301-305.

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### PRESENTATIONS

"DNA Cleaving Agents: Synthesis, Mechanistic, and DNA Cleavage Studies of Systems Related to the Eneidyne Antitumor Antibiotics." Poster presented at the Ninth Annual Johnson Symposium (October 7-8, 2004), Duke University.

"A Photochemically Triggered DNA Cleaving Agent: Synthesis, Mechanistic, and DNA Cleavage Studies on a New Analog of the Anti-tumor Antibiotic Dynemicin." Paper presented at the 205th National ACS Meeting (March 28-April 2, 2002), Boston, MA.

"6-Bromo-2-Naphthyl Sulfate as a Phosphorescent Probe to Investigate the Accessibility of the Heme Ring of Myoglobin." Paper presented at the Second National Conference on Undergraduate Research (April 21-23, 1999), Ohio State University.

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### PROFESSIONAL AFFILIATIONS

American Chemical Society, Member

American Society of Organic Chemists, Member

Graduate Student Association, Vice President, 2004-2005

Graduate Student Association, Treasurer, 2003-2004

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**REFERENCES**

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Dr. George P. Burdell  
Georgia Institute of Technology  
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Atlanta, GA 30332-1234  
404-894-7777  
george.burdell@prism.gatech.edu

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Abbott Park, IL 60606  
847-937-1234  
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Chemistry Department  
Nashville, TN 37235  
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## Resume

### JANE Q. CHEMIST

123 Ferst Place, Atlanta, GA 30332  
janeqchemist@yahoo.com; 404-894-1234

- OBJECTIVE** To obtain a research position utilizing my skills as a chemist.
- EDUCATION**
- Ph.D., Chemistry**, May 2005, GPA: 4.0  
Georgia Institute of Technology, Atlanta, Georgia
- B.S., Chemistry, Cum Laude**, May 2000, GPA: 3.8  
Vanderbilt University, Nashville, TN
- EXPERIENCE**
- Abbott Laboratories**, Abbott Park, IL  
Post-doctoral Fellow, May 2005 – present
- Determining the three-dimensional structures of protein/ligand complexes using heteronuclear, multidimensional Nuclear Magnetic Resonance (NMR).
  - Developing and applying a novel approach for drug discovery called Structure Activity Relationships (SAR) in which ligands for protein targets are identified and optimized using an NMR-based screening technique.
- Georgia Institute of Technology**, Atlanta, GA  
Graduate Research Assistant, August 2000 – May 2005
- Designed readily accessible dynemicin analogs as anti-tumor antibiotics that can be activated photochemically and investigated their reactivity.
  - Cleavage of DNA by these analogs and preliminary investigation of the sequence selectivity of this cleavage.
  - Conducted computer modeling of natural and non-natural enediyne compounds and their complexes with DNA.
- Vanderbilt University**, Nashville, TN  
Undergraduate Research Assistant, August 1997 – May 2000
- Investigated the accessibility of the heme ring of myoglobin using bromonaphthalene sulfate as a phosphorescent probe in order to understand oxygen transport in the human body.
- Burroughs-Wellcome Company**, Chevy Chase, MD  
Laboratory Technician, Chemical Development Department, Summer 1999
- Performed large-scale synthesis and purification of pharmaceutical compounds and pharmaceutical leads.
- ACTIVITIES** American Chemical Society and American Society of Organic Chemists  
Graduate Student Association (Vice President and Treasurer)
- HONORS/  
AWARDS** Award for Excellence in Graduate Studies, American Chemical Society (2003)  
National Science Foundation Pre-doctoral Fellowship (2000)  
Phi Beta Kappa (1999)  
Poster of Merit, National Conference on Undergraduate Research (1998)
- PUBLICATIONS/  
PRESENTATIONS** A list of publications and presentations is available upon request.

## Strategies for the Job Search

This section addresses several components of the job search process, including:

- Ideas for identifying potential openings
- Materials needed for the job search process, such as a teaching portfolio and research presentation
- Information to prepare you for interviewing
- Making your final decision, negotiating salary, and accepting a position

### Job Search Strategies

There are lots of ways to learn about available positions. Some suggestions include:

- **Networking** – The best way to find out about available positions and to position yourself competitively is by networking. Talk to everyone you know, including faculty members, current students, alumni, co-workers from internships or other employment, and colleagues in professional associations, and develop networking relationships. Keep a list of contacts and keep in touch with people. Be sure to take advantage of networking opportunities within your college or school, such as symposia, where you can network with the speaker as well as the others in attendance. For additional networking tips, visit [www.career.gatech.edu/students/resources/search\\_strategies/networking](http://www.career.gatech.edu/students/resources/search_strategies/networking). You never know when a new position will become available.
- **On-Campus Recruiting** – Register with Career Services. Go to [www.career.gatech.edu](http://www.career.gatech.edu). Click on “Students” and find MonsterTrak under “Career Tools.” Many employers recruit students from Georgia Tech for positions in industry and business. You can also check job postings and identify potential employers.
- **Professional Associations** – Professional associations provide an avenue for those within a particular field to network. These networking relationships often prove to be helpful in identifying available positions. Some associations produce employment bulletins or journals, often online, that list open positions. Also, positions are often advertised at many professional conferences, and some conferences host placement activities such as screening interviews. At conferences, you can sign up to be a volunteer, which should allow you to work closely with others who may be good contacts. Some associations have mentor programs where you may be assigned a mentor.
- **World Wide Web** – Use job search Web sites and databases to identify potential positions. You can then develop a targeted cover letter along with your resume to apply for positions that interest you. Be sure to check the Web often since new positions come online frequently. For a list of job search Web sites, visit the Career Library for a handout.
- **Work Experience** – Gaining work experience through internships or part-time work allows you to meet others who work in the field and to demonstrate your abilities. (Oftentimes, a candidate is hired for a permanent position after completing an internship.) Even if you are not hired by the company that you interned with, you may be more competitive for other positions by virtue of this work experience.
- **Want Ads** – Scan want ads and mail your resume along with a cover letter tailored to the specific job qualifications. You may be competing with large numbers of applicants, so be sure to highlight your qualifications and to get your materials in early.
- **Informational Interviewing** – Use Alumni Career Services to help you identify alumni to speak to about their work and career path. Conduct an informational interview, which is a discussion with someone knowledgeable about a position and its duties. The purpose of this discussion is to help you become more informed and to enable you to make career decisions. Do not ask for a job during

an informational interview. Ask people you meet to circulate your resume or CV. Follow up on any job leads you may uncover.

- **Academic Job Search** – Some good resources for those seeking an academic career include the following Web sites and publications:

The Chronicle of Higher Education – [www.chronicle.com/jobs](http://www.chronicle.com/jobs)

Academic360 – [www.academic360.com](http://www.academic360.com)

Higher Education Jobs – [www.higheredjobs.com](http://www.higheredjobs.com)

Academic Position Network – [www.apnjobs.com/index.html](http://www.apnjobs.com/index.html)

The University Job Bank – [www.ujobbank.com/index.html](http://www.ujobbank.com/index.html)

Women in Higher Education – [www.wihe.com](http://www.wihe.com)

Affirmative Action Registry – [www.aar-eeo.com](http://www.aar-eeo.com)

PhDs.org – [www.phds.org](http://www.phds.org)

Science Magazine – <http://recruit.sciencemag.org>

- **Non-Academic Job Search** – Some good resources for those seeking careers outside of academia include the following Web sites and publications:

MonsterTrak – [www.career.gatech.edu](http://www.career.gatech.edu) – click on “Students” and find MonsterTrak under “Career Tools”

The Chronicle of Higher Education – article on Nonacademic Careers –

<http://chronicle.com/jobs/2001/04/2001040604c.htm>

The Career Center at the University of California, Berkeley –

<http://career.berkeley.edu/Phds/PhDs.stm>

Science’s NextWave – <http://nextwave.sciencemag.org>

The Scientist – [www.the-scientist.com](http://www.the-scientist.com)

ScienceJobs.com – [www.sciencejobs.com](http://www.sciencejobs.com)

SciJobs.org – [www.scijobs.org/index.shtml](http://www.scijobs.org/index.shtml)

## **Materials needed for the job search**

### Job Correspondence

Throughout the job search process, you will have to create effective job correspondence, including cover letters, letters of application, e-mail messages, thank you notes, and ultimately an acceptance letter. It is extremely important that your job correspondence is grammatically correct and free from typographical errors. For assistance with writing cover letters, visit:

[www.career.gatech.edu/students/resources/cover\\_letters](http://www.career.gatech.edu/students/resources/cover_letters)

For assistance with other forms of job correspondence, come to Career Services during walk-in hours to have a sample of your job correspondence critiqued.

### Research Presentation

When interviewing on site either at a university or for a position in a non-academic setting, candidates are often asked to present their research. To prepare for this important part of the interview process, there are a few steps that you can follow:

1. Find out who will be attending the presentation. You may have an audience that is very knowledgeable about your subject or not, or possibly a mixture of people with varying familiarity of the subject. Find a way to make the presentation interesting for those with advanced knowledge while not speaking over the heads of those who are less familiar with the topic.

2. Find out what audio-visual equipment will be available to you. Prepare for a situation in which the equipment fails by having handouts available. Also, be sure that any visual displays you use are clear and organized.
3. Be sure to practice your presentation several times aloud.
4. Be prepared to field questions from the audience. Relax and engage the group in a good discussion.

### Teaching Portfolio

If you are interviewing for academic positions, you will be expected to have a teaching portfolio. Teaching of undergraduate students has recently come under scrutiny in universities in the United States, so it is important that you can demonstrate not only that you have experience teaching, but also that you have been successful at teaching as well. Your teaching portfolio should contain a statement of your teaching philosophy, a list of courses you have taught, samples of course syllabi, teaching evaluations, and letters of recommendation. Some schools are asking candidates to submit a video of a class they have taught. Be sure to demonstrate in your teaching portfolio how you have been successful in engaging students by your teaching methods. A good Web sites to visit for more information on creating a teaching portfolio is <http://career.berkeley.edu/Phds/PhDportfolio.stm>.

### **Interviewing**

The interview is your opportunity to communicate information about yourself, regardless of the questions you are asked. You should develop a strategy for interviewing that includes what you hope to convey about yourself to those who interview you. To prepare for an interview, be sure to follow the steps below:

1. You should review lists of questions and responses. There are numerous books and Web sites with sample interview questions and responses. For academic interviews, one resource is *The Academic Job Search Handbook* by Heiberger and Vick. One example of an excellent online resource is <http://otal.umd.edu/~sies/jobquess.html>. Another more general resource (appropriate for both academic and non-academic interviews) online is <http://ncsu.placementmanual.com/develop/develop-29.html>. Sample interview questions and books on the topic are also available at Career Services.
2. Be sure to prepare questions to ask during your interview. Avoid asking questions about salary and benefits. Questions for a non-academic interview should pertain to the work you will be doing if hired, the environment, the management style, etc. Some good questions to ask during academic interviews can be found at <http://ncsu.placementmanual.com/develop/develop-16.html>. A few suggestions are to ask about the curriculum, duties, promotion and tenure, research, faculty, etc. Sample questions for candidates to ask are also available at Career Services.
3. When answering questions in an interview, focus on your accomplishments. One technique is to start your sentence with "I" followed by an action verb and end the statement with a result that you achieved. For example, I managed a team of researchers that successfully secured grant funding for five years. Another method is called the STAR (Situation-Action-Result) technique. Begin with stating what occurred (the situation) and then explain how it was handled (the action). End with the results or outcome.
4. Be sure to research the employer or university and know the titles of the people who will be interviewing you along with what they do.

5. Be aware of any political or legislative issues that may affect the employer or university.
6. Practice interviewing by participating in a mock interview at Career Services. Call 404-894-2550 to make an appointment.
7. First impressions are very important. Dress professionally and conservatively. Arrive early and be alert. Offer a firm handshake and greet the employer by name. Call the interviewer Mr., Mrs./Miss, or doctor even if they call you by your first name.
8. During the interview, avoid slang terms such as “you know” and “yeah” and always be honest. Provide specific examples to support your responses to the questions. Turn questions about your weaknesses into positive attributes by telling how you are working on that weakness.
9. If you have a **telephone interview**, understand that it is typically used to screen applicants prior to inviting them on-site. When setting up a telephone interview, gather information about whom you will be speaking to, how long the interview will last, the format of the call (conference call or with one person), etc. Prepare for the interview by having notes in front of you with the points you wish to convey.
10. **Conference interviews** are another method of screening applicants. For some fields, the conference interview is a prerequisite for being invited to campus for an academic position. Conference interviews are typically brief (about thirty minutes) but may continue longer, so do not schedule interviews back to back. A conference interview is conducted by whoever is at the conference. This person may or may not be the person ultimately hiring you. Be sure to focus on conveying the important information you wish for this person to take back to the campus search committee. Also, realize that this person may see you throughout the conference and may be observing you.
11. In academic interviews, often **search committees** are used to select candidates and, in some cases, to make hiring decisions. When interviewing with a search committee, direct your responses to all members of the group. You may begin by making eye contact with the person who asked you the question, but then make eye contact with others as you elaborate. Even if some members of the committee are quiet, they are still evaluating you. To involve everyone in the group, ask questions relevant to each member. One suggestion is to ask members how their position interacts with your position.
12. An interview may involve a meal. Career Services offers guidelines for “Career Etiquette in a Business/Interview Meal.” In general, you should not get too laid back or relaxed. Do not order alcohol and avoid ordering messy foods such as spaghetti. You are still being evaluated although the environment may be more informal.
13. Second interviews often take place at the site where you will work. Prior to a second interview, be sure to get logistical information regarding the visit, including a travel itinerary, lodging and food arrangements, expense reimbursement policies, and an agenda for your visit. A second interview is used to judge your fit with the organization. You may also be asked to do a presentation or to demonstrate your technical skills or abilities in some other way. Be prepared for this presentation by asking for specific details about the timing of the presentation, the audience members, and technological needs. Also, be ready to field questions on your topic.
14. Be prepared for the unexpected such as the power going out during your presentation. Also, be prepared to answer questions such as why you would want to work here. Some of your best opportunities to sell yourself are during the breaks or walks from one interview to the next.

15. Be sure to send thank you notes to each person who interviewed you as soon as possible after your interview.

### **Making the Best Decision for You**

Congratulations! You have been offered a job. When deciding on the best offer to accept, you should consider your top values, the work environment, growth potential, organizational culture, management style, stress level, training options, everyday activities, and challenges that face the position. Make the best decision by finding a good fit between your values, skills, interests, and abilities and the working environment. Also, visit [www.career.gatech.edu/students/resources/best\\_offer](http://www.career.gatech.edu/students/resources/best_offer) for additional tips on choosing the best offer.

Before entering into salary negotiation, you should be aware of the standards for your profession. You can gather this information from faculty members, alumni, other networking contacts, or the Career Services Library. Do not begin negotiating until you have received a written offer. When negotiating, follow the steps below:

1. Express your pleasure at receiving the offer.
2. Clarify aspects of the offer.
3. Explain your position and reasons for negotiating.
4. Listen for common interests and work toward a mutually rewarding solution.
5. Reiterate the offer as you understand it.

(Source: Stephanie K. Eberle, Stanford University Career Development Center, "Academic Job Search Support Series" Presentation, 2004)

Some negotiable items for academic jobs include the salary, starting date, timeline for considering the offer, teaching load, lab facilities and/or office space, early or delayed tenure options, moving expenses, assistance with spousal employment, extra teaching assistant or research assistant support, and parking expenses. After negotiating, request a revised offer letter and review it to be sure it is correct. Then sign the offer and send it back or draft an acceptance letter.

## Tips for International Students

There are unique challenges for international students in the job search process. Realistically, an international student will need to work harder to be competitive with an American citizen when competing for some of the same job opportunities. Some of the challenges that are unique to international students are addressed in this section.

- First and foremost, international students must understand the implications of their visa status. For more information about visas and implications for working in the United States, contact the Office of International Education at 404-894-7475 or visit [www.oie.gatech.edu](http://www.oie.gatech.edu).
- When preparing a resume or CV, it is not appropriate in the United States to include pictures or personal information such as your marital status, children, religion, etc.
- A student who is less familiar with American culture may need additional practice with interviewing skills. To practice interviewing, contact Career Services at 404-894-2550 and schedule a mock interview. More than one mock interview can be scheduled to gain additional practice. If you are not comfortable speaking English, it is very important to practice English as much as possible so that you become comfortable with the language. This practice will help you be successful in both interviewing and in networking.
- An international student must decide when during the interviewing process to disclose their citizenship. Some advisors recommend waiting until after a screening interview, but not waiting until the job is offered. It is generally not advised to ask up front if a company will be willing to sponsor you.
- Some personal tips while interviewing are to avoid smoking before or during an interview and to avoid eating food before an interview that may have a strong odor.
- Make eye contact with the interviewer and practice a firm handshake for greeting an interviewer.
- International students are encouraged to seek graduate cooperative work through the Division of Professional Practice ([www.profpractice.gatech.edu/students/international.html](http://www.profpractice.gatech.edu/students/international.html)).
- Some companies or some divisions within a company will not hire international students for reasons that are outside of their control. For example, a company may have government contracts that require employment of U.S. citizens only. On the other hand, there are some companies that are known for hiring and sponsoring international students. It is advisable to seek out these companies and to target your efforts. Contact Career Services for additional information on identifying potential employers.
- Networking is a critical skill that helps students to be more competitive when seeking jobs. To learn more about effective and appropriate methods for networking, international students are encouraged to attend relevant seminars offered at Career Services and also to visit [www.career.gatech.edu/students/resources/search\\_strategies/networking](http://www.career.gatech.edu/students/resources/search_strategies/networking).

## Words of Wisdom

This section contains advice gathered from publications and directly from recruiters who hire master's and Ph.D. level candidates at Georgia Tech.

- **First impressions are everything:** You are being observed from the moment you walk through the door and at every moment until you leave. Do not let down your guard, even during breaks throughout the interview. Be especially careful during meal times that you do not get too relaxed. Also, avoid talking on your cell phone during breaks in between interviews.
- **Personal Image:** Choose your user id on your e-mail carefully. Do not use a name such as hotmama@yahoo.com. Also, be careful about the content of your personal Web site if you have one and that your answering machine or voice mail messages convey the image you wish to portray.
- **Skills:** Recruiters look for candidates with a broad knowledge base. Some of the skills that recruiters seek include research skills, the ability to work independently and to generate original ideas, the ability to work in teams with others, and work experience through an internship or part-time job.
- **Resume/CV advice:** Highlight your skills by expanding on school projects or internship experiences. The objective statement is very important; it should be clear and relevant to the position. It is acceptable to have a brief resume for the recruiter and a more detailed CV for the people who interview you on-site. Include your GPA; if it is left off, it is assumed that it was not worth including.
- **Networking advice:** Most candidates are hired based upon contacts made through networking. Most people are hired based upon the connections they have, and most of these connections come from academic colleges and schools and work experience. Begin networking early.
- Recruiters often go directly to colleges and schools to identify candidates when positions become available.
- **Researching companies:** Carefully research the companies where you plan to interview. Know the people who are interviewing you, their titles, and what they do. Prepare questions for each person that are relevant to what they do. Check the company's or university's Web site and sites such as [www.vault.com](http://www.vault.com) for inside information on culture, etc.
- **Interviewing:** During an interview, be prepared to give specific examples of projects on which you have worked. Know your strengths and weaknesses and be prepared to address them.
- Be prepared to tell an interviewer in a sentence or two what you are studying, what your career goals are, and why this information is important in a way that they can understand it. You should be able to respond to the statement "Tell me about yourself" at anytime.
- **Experience:** It is important to have practical experience gained through an internship or other work. Recruiters like to see a track record upon which to evaluate a candidate's experience. Likewise, the experience typically enables the candidate to perform better during an interview because the candidate can draw upon specific work experiences for examples of accomplishments. When you are working in an internship, do more than what is expected to set yourself apart.
- **Presentation:** Often you will be asked to do a presentation as part of the interview process. It is important that you be perceived as an expert on the topic. Practice your presentation skills and

prepare to field questions. You should use clear visual displays of the information. Be aware that many people in the audience will not be as knowledgeable about the subject matter. The challenge is to find a way to keep everyone's interest without making the presentation too basic. You are being evaluated for your technical knowledge and skills as well as your ability to communicate them clearly.

- **Evaluations:** Most recruiters evaluate candidates based upon their technical abilities, experience, interest in the company, academic record, and communications skills.
- **Pitfalls:** A frequent pitfall is that candidates do not proofread their outgoing e-mail messages. Some recruiters state that candidates don't directly answer the questions and then tend to ramble. Another issue is that oftentimes objective statements on resumes are overly broad or vague. Don't interrupt the interviewer during the interview process.
- **Suggestions:** Take notes during the interview to show your interest in the position. Send a follow up message to everyone you interview with if you are interested in the position.
- **Stereotypes:** Be aware of objections some non-academic employers have with Ph.D.s and devise ways to address these objections. Some examples are that Ph.D.s are only theoretical and can't solve practical problems. An appropriate response would be to discuss the practical skills you developed while earning your Ph.D. and to talk about solutions your research is providing in the real world. An excellent resource on combating these stereotypes is available at <http://career.berkeley.edu/phds/PhDstereo.stm>.
- **General Advice:** A few more tips worth mentioning. . . Be receptive to the lesser-known or unknown entities – you may uncover the opportunity of a lifetime. Don't allow your job search to determine your self-worth. The person picked for the job may be the person who interviewed best rather than the best person for the job. Keep working at it and you will find a position suited to you.

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