

# Non-Academic Careers

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## *Packaging Your PhD to Find a Job*

Survival Skills Workshop for Postdocs

November 15, 2005

Argonne National Laboratory

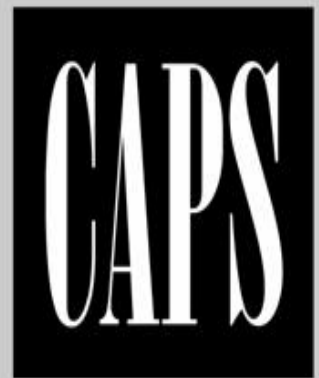
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For appointments, call (773)702-7040



Career Advising  
& Planning  
Services



# Outline

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- ❑ Making the Academic vs. Non-Academic Decision
- ❑ Options
- ❑ Staying in (or Leaving) Research
- ❑ The Job Search Process
- ❑ Application Materials- Resumes and Cover Letters
- ❑ CAPS Services



# Making the Academic vs. Non-Academic Decision

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- Take stock of your career-related skills, interests, and values
- Realize and BELIEVE that an academic job is NOT your only option!



# Options

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- Research Positions in Industry or Other Settings
- Non-research Positions that Use Your Science Expertise
- Using Your Skills, but Not In Science or Research



# Research Positions in Industry or Other Settings

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- Research and Development
- Quality Control
- Manufacturing and Production
- Process development
- Computation
- Product Testing



# Staying in (or Leaving) Research

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- Are you still enjoying labwork?
- Is your research transferable to industry?
- How versatile are your technical skills?
- Are you interested in current technology?



# Non-research Positions that Use Your Science Expertise

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- ❑ Scientific writing and editing
- ❑ Computer Programming
- ❑ Marketing of high-tech products and services
- ❑ Training specialist
- ❑ Regulatory affairs
- ❑ Policy
- ❑ Patent agent, advisor, lawyer
- ❑ Sales
- ❑ Teaching: Community and Two-year Colleges, K-12 Private and Independent schools



# Using Your Skills, Not In Science or Research

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- Financial Analyst
- Consultant
- Grant Writer/Administrator
- Higher Ed Administration
- Anything else you want to do!





# The Job Search Process

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## **1. Know thyself- Identify Skills, Interests, and Values**

Career Exploration/Career Counseling

(773)702-7040

## **2. Research Industries and Positions of Interest, Create an Employer List**

CAPS Website

## **3. Conduct Informational Interviews and Build a Network**

University of Chicago Alumni Careers Network:

## **4. Write resumes and cover letters**

CAPS Handouts

## **5. Contact Employers**

Science Career Forum-March 15, 2006

## **6. Practice Interviewing Skills**

CAPS Practice Interviewers



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# Application Materials- Resumes and Cover Letters

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Answer the following questions:

1. Do you need a CV or a Resume?
2. What are the most important qualifications to this employer?
3. What have you done? How? Why? What were the results? Who did you work with? Where? When?



# Application Materials- Resumes and Cover Letters

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- The most effective materials are those that you tailor to each position.
- An employer wants to know what *you* have to offer *them*.
- Don't talk about your "ex"
- Letters and resumes should be concise, memorable, effective, and free of errors



# Final words...

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- There is no one right job.
- There is no one right way to find a job.
- There is no end to the options available to you.

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