

Helpful hints to land that Job!

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Finding a job is your job

Prepare:

- Research the prospective employer
 - ❖ Know their history, mission, values
 - ❖ Slant your resume/CL toward things that will resonate with them
- Using the posting as a starting point
 - ❖ Write a resume or CV
 - ❖ Write a cover letter
- Prepare for all types of questions
 - ❖ Open-ended
 - ❖ Situational
 - ❖ Behavioral

Resume or CV?

➤ ***Resume is most effective for:***

- ❖ Business, industry, government jobs
- ❖ Jobs that include managerial responsibilities
- ❖ Jobs where performance is measured by results

➤ ***CV is appropriate for:***

- ❖ Academic jobs
- ❖ Grant, scholarship and fellowship applications
- ❖ Adding your publications:
 - ❖ Most recently published, or those out for review (*in italics*)
 - ❖ Research, presentations (you actually presented) and publications – ensure they are all relevant to the position

Sample Cover Letter



Name, Address,
E-Mail, Phone Number

June 13, 2016

Dr. Andrey Tarasov
Theory Center Jefferson Lab
12000 Jefferson Avenue,
Newport News, VA 23606

Dear Dr. Tarasov,

I am writing to apply for the position of post-doctoral researcher in theoretical nuclear physics at the Jefferson Lab Theory Center. Given my research in higher twist Generalized Transverse Momentum Distribution functions (GTMDs) and my experimental research in neutrino flavor oscillations, I am well-prepared and extremely excited for this opportunity.

It is well-established that the spin of the proton is not simply the sum of the individual spin contributions of the quarks and gluons alone. A candidate to explain this missing piece of the puzzle is the orbital angular momentum generated by the motion of the quarks and gluons inside the proton. To study this possibility, I performed higher twist calculations of GTMDs in the quark-diquark model by analyzing the quark-proton helicity amplitude structure. While performing these calculations, I discovered my passion for studying the spin structure of the proton and wish to further pursue this study at Jefferson Lab.

My work in the Research and Development collaborative effort to study neutrino oscillations complements my theoretical efforts through hardware experience and programming ability. The skills I have developed in both my experimental and theoretical work will augment the dynamic of the Theory Center team, fulfilling my desire to contribute to the collaborative scientific community of Jefferson Lab that is committed to publishing internationally competitive results worthy of the new 12 GeV and EIC initiatives.

I am exhilarated by the prospect of a post-doctoral research position at the Jefferson Lab Theory Center. Moreover, the thought of working alongside a diverse group of scientists of international renown to further the progress of hadronic physics while increasing my skills as a future theoretician appeals to me greatly.

My resume is enclosed, and my letters of recommendation are ready to be sent upon request. Please contact me if you have any questions; I would be happy to schedule an interview at your earliest convenience. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,



Letterhead is nice touch

Catches hiring manager's interest as a scientist and then brings it back to applicant's own experience

Links skills and experience to Theory Center's work

Makes both a professional and personal connection to the job

Keeps connection open with expectation of future contact

Sample Resume

Section takes up more room than it needs to

Education and experience should always start with most recent

Excellent focus on what applicant accomplished rather than description of jobs

Name, address, phone number, e-mail

Research Scientist

Particle Physics

- Theoretical research scientist with experience contributing to research on lattice QCD and CP-Violating processes.
- Experience performing research on lattice QCD using the HISQ formalism, determining elements of the CKM-Matrix from the lattice, and working with the STFC's DiRAC High Performance Computing facility.

Education

University of Veracruz, Xalapa, Ver. Mexico

Bachelor of Science in Physics (GPA), August 2011 - March 2016

- **Honors:** Faculty of Physics, University of Veracruz Outstanding Senior
- **Thesis:** CP violation in the decay of the tau lepton into two pion, a charged kaon, and a tauonic neutrino.

UNAM, Mexico City, Mexico

Master of Science in Physics (GPA), August 2016 - July 2018

- **Thesis:** Study of chiral anomalies from the lattice

University of Glasgow, Glasgow, UK,

PhD in Physics August 2018 – August 2017

- **Honors:** SUPA Prize studentship
- **Thesis:** A precise determination of the hadronic contributions to the anomalous magnetic moment of the muon from the lattice

Experience

AMC and UAM-Iztapalapa, Mexico City, Mexico

Summer Research Program, Mathematical Physics, June to August 2014

Selected as a full-time research assistant for two months at UAM-Iztapalapa working with Hilda Nohemi Nunez-Yepe and Alvaro Lorenzo Salas Brito on the one-dimensional hydrogen atom and properties of the inverse square potential.

Research Highlights:

- Studied the properties of the Hamiltonian for the one-dimensional hydrogen atom and its hermitian conjugate, its self-adjoint extensions, and the solution of the quantum problem in both the momentum and the position space. Also studied the classical image of the inverse square potential and its regularization.
- Acknowledgement in a paper published in J. Math. Phys. 55, 103509 (2014). Poster in the LVII National Congress of Physics, Mazatlan, Sinaloa, Mexico (2014). Published a Comment in Phys. Rev. E 91, 027301 (2015).

DICU-SMF and UNAM-Faculty of Science, Mexico City, Mexico

Summer Research Program, Quantum optics, July to September 2015

Selected as a full-time research assistant for two months at UNAM working with Victor Manuel Velazquez Aguilar on pairwise entangled photons.

Research Highlights:

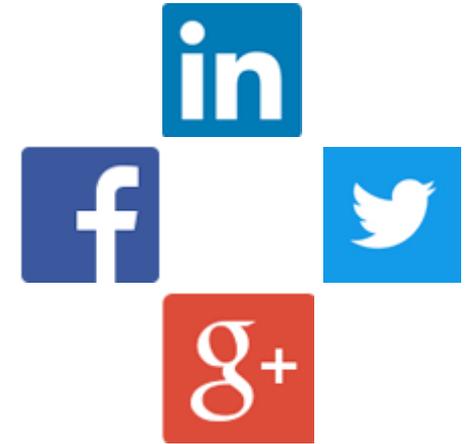
- Formulated an alternative Bell-like inequality which can be evaluated through three measurements.
- Results have been presented in the VIII Annual Reunion of the Division of Quantum Information, Baja California, Mexico (2015) and the Quantum Fest Cinvestav, Mexico City, Mexico (2015).

Interviewing

- Research
 - Employer, Hiring Manager, Job Opportunity
- Review Common Interview Questions and Prepare Responses
- Dress for Success
- Arrive early
- Make Good First Impressions — to Everyone You Encounter.
- Be Authentic, Upbeat, Focused, Confident, Candid, and Concise.
- Remember Body Language, Avoiding Bad Habits.
- Ask Insightful Questions.
- Sell Yourself Throughout and then Close the Deal.

Networking / Technology

- Utilize Social Media
 - LinkedIn
 - Twitter
 - Facebook
 - Google+
- Your social “brand”
- Network network network



Summary

- Job searching is a full time job, it will require energy, time and dedication
- Think about the “fit” not just the “job”
- Sell yourself!
- One size does not fit all

- Be yourself!

