

## The Job Search

ST 810A, Spring 2005



## Outline

- What jobs are out there?
- The Curriculum Vitæ
- Promoting oneself
- Cover letters and related stuff
- The Interview

## What jobs are out there?

**First step:** What type of position do I want?

- Academia
- Industry
- Government

**Possibility:** You may not even be sure!

- Firsthand experience (interviewing) can help

## What jobs are out there?

**Resources:** The *Amstat News*

- For all types of positions
- Academic positions: Main announcements appear September-January for coming academic year
- All positions: Year-round
- Published every month
- Join the ASA to get your copy

## What jobs are out there?

**Resources:** University of Florida Statistics Job Listing

- Comprehensive posting of statistical positions
- Mostly academic, but many government, some industry
- Updated routinely

<http://www.stat.ufl.edu/vlib/jobs.html>

## What jobs are out there?

**Resources:** Employment/placement services at statistical meetings

- Forum for employers, prospective employees to meet, exchange information
- Mostly, but not exclusively, industry and government
- ENAR (March/April)
- Joint Statistical Meetings (August)

## What jobs are out there?

**Resources:** The Department

- Routine announcement of positions received
- Compilation of job announcements

## The Curriculum Vitæ

**Also known as:** Resumé or CV (for short)

- Latin for “course of life”
- Everything a prospective employer would want to know
- But not things they would **not** want or need to know
- **Streamlined** and **to the point**

## The Curriculum Vitæ

### Should include:

- How to reach you – phone, fax, e-mail, web
- Education (Bachelor's degree and beyond)
- **Relevant** experience – teaching, research, internships related to your discipline
- **Relevant** awards and honors – fellowships, best paper, best qualifying exam, honorary societies, special honors
- Papers published or in progress – full citations

## The Curriculum Vitæ

### Should include:

- Presentations given
- Teaching, research experience (including TA, RA)
- Professional society membership

## The Curriculum Vitæ

### Should not include:

- Education before college
- **Irrelevant** experience – paper routes, work at McDonald's
- **Irrelevant** awards and honors – National Honor Society, best costume
- Hobbies, political leanings, religious affiliations

## The Curriculum Vitæ

### Might also include:

- Research interests
- Title of dissertation and name of advisor
- GPA

## *The Curriculum Vitæ*

### Essentials:

- SPELL CHECK!!!
- GRAMMAR!!!
- Correct dates, citations

## *Promoting oneself*

### Essential these days – Create a personal website

- A way for potential employers to learn about you
- Post your CV, research interests, completed papers
- Personal stuff, special effects are OK, but don't overdo!
- **Tip:** Many industry folks do not work with postscript files – use pdf or HTML to post CV, papers, etc.

## *Promoting oneself*

### Essential these days: Create a personal website

- **NOT having a website** – reflects badly on your initiative, communication skills
- All students in the Department have space for a website
- To create a website, you will need to learn HyperText Markup Language (HTML) – see the course website for links to tutorials
- Study the HTML source for websites you like

## *Promoting oneself*

### Involve your advisor and instructors:

- Discuss your career objectives with your advisor, others
- Can advise on your CV, target jobs, career paths
- Faculty have contacts with academia, industry, government
- Keep your advisor informed throughout the process

## Promoting oneself

### Attend gatherings of statisticians:

- Attend meetings of statistical organizations with placement services
- Introduce yourself to contacts
- Give a presentation (and do a good job!)
- Enter student paper competitions
- **Network** – attend Departmental seminars, seminars at other Triangle universities related to your work

## Cover letters and related stuff

**Cover letter:** Letter to a prospective employer stating your intention to apply for a position

- Your chance to tell your story
- Not too long (one page max is usually sufficient)
- Essential material only – do not repeat everything on your CV!
- Highlight key accomplishments
- **GRAMMAR, SPELLING!!!!!!**

## Cover letters and related stuff

### Cover letter:

- How important depends on circumstances
- Structure, content may depend on type of position

## Cover letters and related stuff

**Cover letter:** Basic recipe (paragraphs)

1. State your interest in applying for a **particular position**, how you found out about it
2. Describe your major qualifications, highlights of your experience, any special accomplishments that make you stand out
3. Explain what you know about the company/university and why your qualifications make you ideally suited
4. Your availability to interview, to start
5. Thank the recipient for his/her consideration

## Cover letters and related stuff

**References:** Separate list with contact info (address, phone, fax, e-mail, website)

- **Relevant:** Your advisor (always), other faculty members (e.g., committee member, instructor who knows you well), manager for an internship (if a statistician)
- **Irrelevant:** An instructor from college, your piano teacher, a consulting client (unless the job is focused on consulting!)
- **Tip:** Get to know faculty, actively seek intern or other experience

## Cover letters and related stuff

**Miscellaneous:**

- **Transcripts:** College, graduate school – start doing this early, often must be official
- Academic jobs often require “Research statement” “Teaching statement” etc.

## The Interview

**Be prepared:**

- Learn as much as you can about the company/university **before** you go (Web, library, direct contacts)
- Industry – what they do, what they sell, where they have offices
- Academic – who would be your colleagues, their interests, fame, size and makeup of student body
- **Have questions formulated in advance**

## The Interview

**Be rested:**

- You will meet **zillions** of people (or at least it seems that way...)
- Half-hour sessions, group sessions
- Question periods
- Breakfast ⇒ dinner!

## The Interview

Be open, approachable, interested:

- Ask questions – what will you be doing? to whom would you report?
- Be friendly, interested, alert
- Dress professionally

## The Interview

Show them your stuff!

- You will (almost certainly) give a talk
- Copy of your slides (handout)
- Practice, anticipate questions
- How is your work related to activities here? to that of potential colleagues? Be prepared

## The Interview

Finale:

- Thank everyone (coordinator of your visit, staff) before you leave
- Send a thank-you note to all key players (e-mail is fine)
- Follow-up with promises to send papers, more info, etc., immediately (or have them ready to go on your web site)

## The Interview

Decision: Seek advice!!

- Choosing among offers
- Negotiating salary, starting dates