

Your 5-Step Career Action Plan

Take yourself time to complete this work sheet.
Close the doors and focus for 30 minutes on yourself.
You are the only one who can really help you.

1) ASSESS YOURSELF

What makes you *YOU*?

Complete following table by writing down 2-6 corresponding keywords.

Interests	SKILLS	STRENGTHS	MOTIVATIONS	NEEDS

Circle the 2 most important key words in each column.
This selection will help you to find a career match.

2) EXPLORE CAREER OPTIONS

What are the career options for people who hold similar degrees (Ph.D./M.D.)?
(Research relevant industries, companies, institutions, positions, and various career paths by reading newspapers/books and talking with professional of that field.)

Your research results:

-
-
-
-
-
-
-
-
-

3) MAKE A DECISION

What a career/occupation will you pursue?

(Think about criteria which by which you evaluate your experiences and options?

Is it a long-term or short-term career goal for you?)

How will you decide?

Answer:

When will you decide?

Answer:

YOUR DECISION:

4) TAKE ACTIONS

What are the required qualifications?

Answer:

Which qualifications do you already have?

Answer:

What do you still have to work on?

Answer:

(You might want to consider to do volunteer/internships in you desired field for building networks and accumulating work experience.)

5) REFLECT IN THE PROCESS

Is the career satisfying?

Answer:

Is the career providing what you expected?

Answer:

Is it a good decision?

Answer:

It is essential for your career and for your quality of life to go back to step one and repeat the process as needed.

Good luck!

RESUME TEMPLATE

Name Name, Ph.D.

1945 Eastchester Rd #XX, Bronx, NY 10461, phone (718) xxx-2478, name@gmail.com

QUALIFICATION SUMMARY

- 8 years experience in antibody development
- Organized, managed ...
- Trained and supervised 12 graduate students

EDUCATION

Ph.D. in Chemistry, University, 2005

B.S in Chemistry, University, 2001

PROFESSIONAL EXPERIENCE

2008 - present

Position, Department, Institution, City, State (, Country)

- Discovered ...
- Characterized
- Published ...
- Collaborated ...

2005 - 2008

Position, Department, Institution, City, State (, Country)

- Discovered ...
- Characterized
- Published ...
- Collaborated ...

SELECTED ADDITIONAL ACCOMPLISHMENTS:

- Initiated, organized and performed
- Volunteered

PUBLICATIONS:

11 Articles in High Impact Factor Journals, 1 Book Chapter, 2 Patent Applications,
27 International Presentations

IMMIGRATION STATUS

XXX citizen, US Green Card (from 2009)

PAGE LIMIT: 1 page (MAX. 2 pages)

CV TEMPLATE

CURRICULUM VITAE

(General format for graduate students and postdocs by Joerg Schlatterer)

NAME

CONTACT INFORMATION

EDUCATION

Start with your highest degree and proceed in reverse chronological order indicating date, degree, and institution.

PROFESSIONAL EXPERIENCE

List each position, institution and dates in reverse chronological order. Describe your achievements and responsibilities for each position.

PUBLICATIONS

List each citation in reverse chronological order (most recent first) starting with authors (same order in which they appear in the publication), complete title, followed by the Journal, volume number, page, year.

Sub-headings can include:

Peer-reviewed Journals

Manuscripts submitted

Book Chapters

Presentations (poster and oral presentations)

Patents

PROFESSIONAL SOCIETY MEMBERSHIP

HONORS AND AWARDS

FUNDING

REFERENCES (name, title, institution, phone, email)

.....

Additional CV categories can include:

SKILLS

sub-headings can include:

Technical Skills

Computer Skills

Language Skills

TEACHING EXPERIENCE

Name (on every page)

Career Paths for PhD's	Work Environment
Research Professor (Tenure Track)	Academia (research university), Government (e.g. NIH)
Researcher (Non Tenure Track)	Academia (research university), Government (e.g. NIH, FDA), Private Research Institutions
Teaching & Research Professor	Academia (Liberal Arts College)
Research Group leader	Industry
Scientist – Manufacturing, Quality Control, Development, Clinical, Regulatory Affairs	Industry
Project & Program Manager	Industry, Non-Profit Organizations, Academia
Marketing Expert	Industry
Sales Specialist	Industry, Publishing
Business Administrator	Industry, Consulting
Administrator	Academia, Industry, Non-Profit
Publisher/Editor	Publishing, Academia, Industry
Science Writer	Industry, Publishing
Science Educator	Schools
Science Policy Expert	Government, Non-Profit Organizations
Consultant	Consulting Companies
Entrepreneur	Your company
Science Museum Expert	Science Museum
Science Librarian	Library
Patent Lawyer	Patent Office, Academia, Industry
Tech Transfer Expert	Academia, Industry

THANK YOU NOTES

Examples

After a Phone Interview:

Dear Dr. xxx,

Thank you for taking the time to talk to me this morning. I'm attaching my resume as requested. The xxx position seems like a great fit for my skillset. I've been researching xxx for 5 years and am very familiar with the areas your company needs covered, as we discussed.

Again, I appreciate your meeting with me today and look forward to hearing from you.

Sincerely,

xxx

To a Recruiter:

Dear xxx,

I appreciated the chance to talk to you on the phone the other day about the xxx position. I know my attention to detail and strong organizational skills will make me a good candidate at another firm, if not [Company xxx].

Thanks again for your help with my job search. Please call me at xxx-xxx-xxxx if you have any questions.

Regards,

After interview:

Dr. xxx,

It was a pleasure to meet you this afternoon. I was impressed with your department's energy and positive attitude. I would definitely enjoy being a part of that and know I could contribute even more creativity to your already cutting-edge group.

Good luck with the guitar lessons. I hope we get another chance to discuss music-- I don't often find people who like The Buzz as much as I do!

Best regards,

xxx

Dear Dr. xxx,

I enjoyed speaking with you yesterday regarding the xxx position. I have a new respect for xxx after hearing about its humble beginnings. Your plans for further expansion sound exciting and I hope I can contribute to your future success with my xxx experience and entrepreneurial background.

Thank you for taking the time to meet with me and introduce me to Mr. xxx. I look forward to seeing you again.

Sincerely,

xxx

Dear Tom,

Thank you for taking the time to discuss the xxx position with me. After meeting with you and xxx, I am sure that my background and skills fit your needs. In addition to my education and experience, I will bring excellent attention to detail and organizational skills to this job.

I look forward to hearing from you concerning your hiring decision. I appreciate your consideration.

Sincerely,

xxx