

# GRADUATE STUDENTS: CAREER MANAGEMENT MINI SERIES

This tailored four part series consists of workshops and events to engage our graduate students to develop career management skills. Brought to you in partnership by UTMAGS and UTM Career Centre.

## WHERE ARE THE JOBS?

Grad Series 1 of 4  
SEPT 22, 2016  
9:00-11:00am

## FOCUS ON SKILLS!

Grad Series 2 of 4  
NOV 23, 2016  
9:00-11:00am

## MARKETING YOURSELF BUILDING RELATIONSHIPS AND MORE

Grad Series 3 of 4  
FEB 22, 2017  
9:00-11:00am

## GRADUATE STUDENT NETWORKING PANEL

Grad Series 4 of 4  
APR 26, 2017  
5:00-8:00pm

**UTM**  
CAREER CENTRE

~Free breakfast~

Register: [cfn.utoronto.ca](http://cfn.utoronto.ca) - Mississauga Calendar



UNLOCK YOUR  
CAREER POTENTIAL

**UTM**  
CAREER CENTRE

# Graduate Students Skills Focus

A workshop and speaker panel in partnership  
with: UTMAGS

November 28, 2016



# Before we start...

**UTM CC website** – resources for grad students <https://youtu.be/if6Vbv3m4Ak>

**CLN** – Full time job board, info sessions

**One-to-one** career counselling/employment advising

**UTM**  

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**CAREER CENTRE**

# Objectives

- Learn how to reframe specialized skills and make them transferrable to non-academic career settings
- Explore own transferrable skills through group discussion
- Discuss resume challenges and techniques to address
- Foster awareness of Career Centre resources

# Skills and the Graduate Student

- What can I do with my degree?
- No marketable skills after a PhD?
- Focus on knowledge rather than skills you used to do it
- Within academe people speak the same lingo
- How to articulate skills outside academe?
- Long CV vs focused 2 page resume
- Graduate studies - many activities (Jobs) each with their own skill profiles

# Your Transferrable Skills

- <https://www.youtube.com/watch?v=ZOln8CDf1T4>

Put Your Science to Work: The Take charge Guide for Scientists... Peter Fiske

- Types of skills
  - technical (lab, software, fieldwork, AV, prototypes)
  - transferrable (presentation, collaboration, analysis, writing)
  - personal (persuasive, innovative, tenacious)

# Skills Developed in Graduate Programs

- Many “jobs” in graduate studies
  - Research in the lab
  - Other research aspects
  - Publishing and communications
  - Teaching
  - Collaboration
  - Grant writing
  - Presentation
  - Administrative service to the academic community
  - Work and involvements outside of academia

# Transferrable Skills: Research

- Performing comprehensive literature reviews
- Critically analyzing and evaluating findings
- Developing research proposals
- And ....

# Transferrable Skills: Lab Based Research

- Coordinating a major project
- Scheduling / Optimizing processes
- Troubleshooting equipment
- And....

# Transferrable Skills: Publishing and Communications

- Drafting and editing manuscripts
- Presenting information verbally
- Persuading others of ideas
- And ...

# Transferrable Skills: Teaching

- Instructing and coaching students
- Planning and developing curriculum
- Creating learning activities and exercises
- And ....

# Transferrable Skills: Collaboration

- Networking and developing partnerships
- Recognizing and leveraging strengths of others
- Fostering teamwork
- And ...

# Technical Skills: Software

- Data Analysis packages: R, Minitab, SPSSx, SAS
- Electronic media skills: SEO, HMTL, Twitter
- Graphic Design: InDesign, Photoshop, Premier, Illustrator
- Office: Word, Excel, PowerPoint etc
- Observational /Qualitative software: Nvivo
- Software coding: C++, Python, JavaScript, SQL
- Solid works / CAD
- Project management software

# Technical Skills: Laboratory / Field

- Gel Electrophoresis
  - PCR
  - DNA Cloning
  - Western Blot and ELISA assays
  - CRISPR
  - Polarizing light microscopy
  - ???
- 
- Transects
  - Soil profiling
  - Zone sampling
  - Water quality analysis
  - Invertebrate sampling
  - Dendochronology
  - ???

# Personal / Soft Skills

**Attention to detail**

**Continuous improvement mindset**

Methodical

Outgoing, people person

Initiative

Self-directed

**Visionary**

**Outside of the box thinker**

Persistent

Sound judgment

Flexible and adaptable

Innovative

Original / Creative

# Unpacking the Skills in the ‘Jobs’

- Analyze the skills of “jobs” in graduate studies
- Form groups at tables based what you enjoy/ want to explore
- Elect someone to record on flipchart
- See prompting scenario and example in package to get ideas
- Use own experience - share stories about all the things you’ve had to do and master to get this ‘Job’ done
- Group brainstorm all possible skills - potentially used; actually used; that you’ve heard of
- Start with an **action verb** and add **context** (.. simplifying complex information for lay audiences vs. communication skills)
- Use verbs on Skills Articulation Worksheet to find action / skills verbs

# Break and Walk About

- 10 mins
- Check out other group's skills list
- They will be put together and put on the UTMAGS workshop site after workshop
- Next: Feedback from review of resumes

# Resume Feedback - Key Strengths

- Many good experiences, academics, awards
  - Extra-curriculars often understated / underdeveloped
  - vs Paid experience
- Some use of Highlights section at top to catch attention
- Some use of numbers to indicate scope and impact
- Some use of Key Projects when talking about work done in courses
- Some use of results to show value

# Resume Feedback – Areas for Improvement

- **Basic:**
  - Readability – not too dense
  - Verb tenses – keep consistent
  - Action verbs
- **Experiences:**
  - Elaborate or shorten
  - Accomplishments vs tasks and (accomplishment based statements)
  - Order of priority depending on target
- **Targeted: Skills Summary/Highlights**
  - Full summary of you; prioritize based on target

## **KEY RESUME SKILL #1:**

### **Get Focused / Understand the Requirements**

- Develop your job / career interest area
- **Tailor your resume to its needs and requirements**

How:

- Resources for exploring career paths / areas
- Role of job ads analysis
- Industry Research
- Information Interviews – Database, Extern, ITF

Then:

- T-Chart it as your resume tailoring strategy

# Sample T-Chart

Employer Requirements	How I meet them / where / evidence
• <b>MSc in Biology, Biochemistry or related field</b>	M Sc. Cell and Systems Biology
• <b>Hands-on sterile cell culture experience, preferably of mammalian cell lines without antibiotics</b>	Master's research - Culturing tissues from mouse cell lines – excellent results maintaining and propagating
• <b>Experience in cellular biology techniques including flow cytometry, ELISA assays, immunocytochemistry</b>	Undergrad ROP ELISA immunoassays and Western Blot Exposure to flow cytometry
• <b>Experience in molecular biology techniques, including cloning, PCR, qPCR, microarray</b>	Master's Research PCR, gel electrophoresis used extensively
• <b>Excellent verbal and written communication skills</b>	Student Society for Stem Cell Research – Communications and Marketing Exec - marketing content on web site, Stem Cell Saturdays presentations  1 publication, poster presentations on campus and conference paper presentation
• <b>Documented ability to multi-task and work well in a team</b>	Member of Dr. X's lab (8 members) - scheduled use of equipment, coordinated lab meetings and assisted in training and supervision of ROP students

# KEY RESUME SKILL #2:

## Articulate Your Skills

- Skills when expressed effectively can help you and the employer understand the value you bring
- Stating them in concrete ways with results makes them real to yourself and the employer
- **Accomplishment based statements** are key!
- Essential to writing an effective resume

# Accomplishment Based Statements

Go beyond listing duties to include:

- a) The SCOPE of your responsibilities (# and % useful, significance)
- b) HOW you performed your tasks (breakdown your skills and process)
- c) RESULTS you generated (+ profits, positive evaluations, solved a problem, met goals)

# Accomplishment Based Example

## **Developed research protocols**

Developed an innovative approach to track eye movement of infants as part of a research protocol investigating visual learning in children. Results included the generation of highly reliable data and two publications in developmental psychology journals.

# Accomplishment Based Example

<b>What you did using a past tense action verb</b>	<b>Give scope / quantify</b>	<b>Results/Outcome/Benefit</b>
Developed	an innovative approach to track eye movement of infants as part of a research protocol investigating visual learning in children	Results included the generation of highly reliable data and two publications in developmental psychology journals

# Accomplishment Based Example

<b>What you did using a past tense action verb</b>	<b>Give Scope /Quantify</b>	<b>Results/ Outcome/ Benefit</b>
Presented	Research findings and conducted poster presentations for diverse audiences of up to 200	Received highly positive feedback from organizers and subsequent guest speaker requests

# WHERE TO USE ACCOMPLISHMENTS IN A RESUME

Example: **Treasurer**, Graduate Students' Union, University of Toronto, 2013–2014

- Developed and prepared budgets, and monitored expenditures to implement new programming while growing reserve funds required to pass institutional financial audits for an association serving over 2000 graduate students.
- Served on a number of ad hoc committees, such as the Graduate Studies Policies Handbook Committee, to enhance the student experience at the University of Toronto.

# HOW TO IDENTIFY ACCOMPLISHMENTS

**Remember you want accomplishments to demonstrate the skills the employer is seeking**

Find your accomplishments by asking yourself:

- When did I use this skill and get a great result?
- What was hard or challenging about what I did?
- How did I do it differently than others might?
- How do I know I was good at this?
- What am I proud of?
- What stands out in this situation?

# Looking for Results? Think like the Boss!

- **Quantify** +/- of key measures: Increased attendance by 25%
- **Qualify**: Resulting in a more organized working environment
- **Recommended / proposed**: Recommended new method of...(even better if implemented)
- **Initiated / innovated / streamlined**: Founded and launched a new student club ...
- **Feedback**: Received positive feedback from managers on ability to...
- **Marks and Evals**: Received a grade of A
- **Promotions**: Promoted to store keyholder within x months due to...
- **Quotas**: Met or exceeded monthly sales target
  - And many more...

# Create Your Own Accomplishment Based Statements

Find a listed duty / not fully articulated point on your resume

Use the template change it to an accomplishment based point

Refer to previous slide on finding results

Use Skills Articulation chart for action verbs

Always refer to a T-Chart to know what skills you are bringing out under each experience / job.

Get a feel for this - subtle writing skill

Work on this with a Career Counsellor

## **KEY RESUME SKILL #3: Information on Research, Publications and Presentations as Proof**

- Go back to T-Chart!
- Use research projects as proof of: ???
- Use publications as proof of: ???
- Use presentations as proof of: ???
- Include content info about research as relevant
- Use numbers when advantageous
- Talk about impact of the work
- Give samples of titles
- Lists / more details electronically

# Sample: Research and Publications on Resume

- **Scientific acumen** – Performed bench research in immunology focusing on vaccine development resulting in two peer reviewed papers
- Results included: Validated a new strategy for the regulation of antibody responses by synthetic epitopes which has significantly impacted the current direction of HIV vaccine research in Canada.



# KEY RESUME SKILL #4:

## Skills Summary

- 6 seconds to make a connection
- Think like the employer
- Importance of T-Chart
- 4-5 points – concrete, substantiated
- Summarized what, where, how many and if possible succinct accomplishment
- Most crucial to least
- The headlines – story comes in main content of accomplishment based points.

# Sample Resume Skills Summary

## SUMMARY OF QUALIFICATIONS

- **Scientific acumen** – Performed bench research in immunology focusing on vaccine development resulting in two peer reviewed papers
- **Project management** – Coordinated and monitored multifaceted research projects, lead teams and coordinated lab activities for two major laboratories at the University of Toronto
- **Effective writing and presenting** – Communicated complex scientific knowledge to diverse audiences in: academic journals, grant applications, undergraduate curriculum development and teaching, poster and conference presentations and industry oriented blogging
- **Administration** – Proven successes in managing budgets, implementing new programs under financial constraints, recruiting and hiring, and influencing policy directions
- **Technical skills** - Project management software, advanced Excel for financial applications, immunoassays, FACS, Electrophoresis, R and Minitab statistical packages, GMP and GLP

# Career Centre Resources and Services

- **Get Focused / Understand the Requirements**

- Science and non-science links to career exploration stories and bios \*

- Investigate Careers section of Grad Pages

- Job ads analysis

- T-chart\*

- **Articulate your Skills**

- Skills Articulation Worksheet\*

- Accomplishment based statement Worksheet\*

- Resume and Cover Letter Toolkit on line

- Resume Critiques at the Career Centre

# Career Centre Resources and Services

- Presenting Research and Publications
  - CV to resume example – Sandeep Mehta\*
  - My Grad Skills.ca Converting a CV to a Resume online tutorial
- General Job Search for Grad Students
  - Grad Pages: Conduct an Effective Job Search
  - Job search strategy appointments at the Career Centre
  - Resume and Cover letter Checklist\*

# Evaluations Please...

