The College of Natural Sciences Career Center is committed to helping you gain professional training and experiential opportunities that prepare you for a meaningful career in the sciences.

Come to us for field experience opportunities as well as strategies to increase your visible value to employers well before you graduate. The CNS Career Center offers workshops on resume and cover letter writing, networking, and building your professional persona online.

We also offer one-on-one career advising with professional advisors attuned to the evolving needs of the science industries. Make an appointment with your career advisor at https://umass.joinhandshake.com to get help with your career questions, job application process, and interview practice.

Walk-in help from student peer advisors is available at the CNS Career Center, in Morrill III Room 215, anytime Mon - Fri from 10am to 5pm. Stop in to see sample resumes, cover letters, and other helpful resources. Many of our resources are also available online: http://www.cns.umass.edu/careers

Throughout the year, many employers visit our campus to host information sessions and conduct on-campus interviews, including Sanofi Genzyme, Pfizer, Abbvie, Intel, Thermo Fisher Scientific, PepsiCo, Tighe & Bond, U.S. Fish & Wildlife, MIT Lincoln Lab, MassMutual, Consigli Construction, Dana-Farber Cancer Institute, and hospitals across Massachusetts. We host the largest career fair in Western Massachusetts, and have smaller specialized career fairs (e.g. for the life sciences, STEM, actuarial careers, and human service).

This CNS Career Development Handbook is your guide to exploring, defining, and advocating for the career you want. Use this Handbook, your advisor and resources at the CNS Career Center, and a wealth of resources on campus to take your next step today to a successful career in the sciences tomorrow!
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UMASS WANTS YOU TO ENJOY A GREAT CAREER

ADDITIONAL CAREER DEVELOPMENT RESOURCES ON CAMPUS

The CNS Career Center works closely with the University’s Field Experience Office, and Office of Employer Relations, to provide internship and co-op experiences for students, both during the school year and during summers. In the fall we host the Life Sciences Career Fair, and in spring students can attend CareerBlitz! — the largest career fair in Western Massachusetts featuring 130 employers, and the Diversity Career Fair.

CNS students have full access to programming by UMass Central Career Services, including employer information sessions and networking events. While classes are in session, Walk-In Resume Review is available Mon - Fri 10am - 5pm at the CNS Career Center (Morril III, Room 215). No appointment is needed.

Handshake is the University’s searchable database of jobs and internships. It is updated daily and available exclusively to UMass students seeking opportunities locally, nationally, and internationally. Handshake can provide custom notifications to check out specific opportunities that match your skills and interests. Search filters allow you to seek opportunities by major, occupation, industry, skill level, and geographic location. Sign in to your free account here to try it out: https://umass.joinhandshake.com

The Student Employment Office offers a way to learn about both the quantity and quality of student jobs available on campus or off campus. If you do not have “Work-Study” in your financial aid package, use the search filter to see only the “Non Work-Study” jobs available here include working for dining services, the library, the Campus Center hotel, and driving the PVTA buses. These are jobs to help you earn money while a student, but they don’t generally build your resume towards specialized career skills. If you have “Work-Study” as part of your federal financial aid award, jobs reserved only for work-study students can be found here. If you do not have “Work-Study” in your financial aid package, use the search filter to see only the “Non Work-Study” jobs.

Work Search Tips - You will have “Work-Study” if a F-1 visa allows only them to work on-campus. This is one place you can look. Popular jobs get swept up quickly at the beginning or end of each semester, but there is usually something available at any time of year here: https://www.umass.edu/umfa/seo

The Student Internships Database provides student reviews of internships they have completed at different company sites. The database is searchable by major, by keyword, and by employer. This is a great way to learn about both the quantity and quality of available internships. See it here: https://secure.cns.umass.edu/webforms/internships

Your Career Advisor at the CNS Career Center can provide lists of resources customized by major. These lists are updated yearly and provide online links to websites with job boards specific to particular industries and majors. We have resources that can show you the different career areas that flow from your selected major.

The UMass Central Career Services website http://www.umass.edu/careers/ offers a wealth of information on everything from resumes, to LinkedIn pages, to negotiating job offers. The website also features career planning tools, including FOCUS, an interactive program that can help you find the words to express your talents, skills and interests, and then connect those with appropriate occupations.

The Office of Undergraduate Research & Studies (OURS) can help you find appropriate research opportunities both on and off campus. ORS resources can be found on the 10th floor of the Library, and on their website http://www.umass.edu/ours/.

The Pre-Med / Pre-Health Advising Office is available to all students interested in pursuing a career in the health professions, and can help you plan appropriate coursework and clinical experience towards an eventual application to medical or professional school in the health sciences. Pre-Health Advising is located in Sh Ferry Lab, one building over from the CNS Career Center. Their website is https://www.umass.edu/advising/pre-med-pre-health

The Student Success Workshop Series is organized by the College of Natural Sciences to support you with targeted career development topics presented throughout the year.

The UMass Alumni Advisor Network allows you to develop a relationship with an alumni mentor currently working in your field of interest. This online tool is available here: https://umassalumni.firsthand.org

The Writing Center, located in the lower level of the Library, provides tutoring help with all aspects of academic writing, including cover letters and personal statements. This resource is especially valuable for international and domestic students seeking to improve their grammar and to communicate as smoothly as possible through writing. http://www.umass.edu/writingcenter/
Networking
Yes, It’s Awkward… Yes, It’s Normal… Yes, It Works! … 29
Where and How Should I Network Online? … 30
Building an Effective LinkedIn Profile in 10 Steps … 31
Advanced LinkedIn Tips … 32
Finding UMass Amherst Alumni on LinkedIn … 33
Professionally Contacting Alumni on LinkedIn … 35
Career Fair Preparation—Making Professional Contacts … 37
How to Stand Out With Your Personal Brand … 38
Develop Your 30-Second Elevator Pitch Introduction (Worksheet) … 39

Finding Jobs and Internships
Find Opportunities on Handshake … 41
Additional On-Campus Sources of Internships and Research Experiences for Undergraduates (REUs) … 42
Selected Science Job Boards by Major … 43
Work Rules for International Students on an F-1 Visa … 46
Professional References & Letters of Recommendation … 47

Interviewing
Preparing for an Interview … 48
Custom Interview Study Guide (Worksheet) … 49
Dressing Professionally for an Interview or Career Fair … 50
Frequently Asked Interview Questions … 51

After Graduation
Is Graduate School Right for You? … 52

ADVERTISER INDEX

BlueLinx Corporation ……………………. Inside Front Cover
Isenberg School of Management …….. Inside Back Cover
Pfizer ……………………………………. 29
University of Massachusetts Amherst, MS in Applied Molecular Biotechnology … 45
University of Massachusetts Amherst, MS in Sustainability Science … 30
U.S. Army Health Care ……………………. Inside Front Cover

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https://umass.careers/internships

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The Writing Center, located in the lower level of the Library, provides tutoring help with all aspects of academic writing, including cover letters and personal statements. This resource is especially valuable for international and domestic students seeking to improve their grammar and to communicate as smoothly as possible through writing.

http://www.umass.edu/writingcenter/
UMASS WANTS YOU TO ENJOY A GREAT CAREER—continued

TOP EMPLOYERS OF UMASS CNS GRADUATES BY MAJOR FROM 2008-2018

Astronomy
Framingham State University
Army National Guard
University of Texas Austin
Johns Hopkins University
Penn State University
University of Massachusetts
George Mason University
GE Renewable Energy
SpacePharma
Werfen Instrumentation Laboratory

Biochemistry & Molecular Biology
University of Massachusetts Medical School
Boston Children's Hospital
Pfizer
Massachusetts General Hospital
CVS Pharmacy
Shire
Harvard Medical School
Brigham and Women's Hospital
Sanofi Genzyme
Dana-Farber Cancer Institute

Chemistry
Intel
Dow Chemical
3M
BASF
Thermo Fisher Scientific
University of Massachusetts Medical School
Massachusetts Institute of Technology
Waters Corporation
Novartis Institutes for BioMedical Research
Vertex Pharmaceuticals

Earth Systems & Geosciences
Freeport-McMoRan
AECOM Infrastructure Planning
Sovereign Consulting
Arcadis
U.S. Fish & Wildlife Service (USFWS)
U.S. Environmental Protection Agency (EPA)
IBM
Navajo Consulting Services
Haag Engineering
Air Resource Specialists

Environmental Science
Triumvirate Environmental
U.S. Environmental Protection Agency (EPA)
U.S. Dept. of Agriculture (USDA)
U.S. Geological Survey (USGS)
VHB Transportation and Energy Planning
Environmental Strategies & Management
U.S. Fish and Wildlife Service (USFWS)
Cane Harbors
Trinity Solar
Spill Center

Food Science
PepsiCo
Mondelēz International
Home Market Foods
Ocean Spray Cranberries
Nestlé
Abbott Nutrition
Coca-Cola
Schloteback & Foss
Mars Brands
Dunkin' Brands

Geography
University of Massachusetts
Keene State College
Montana Wilderness Association
South Puget Sound Community College
Encompass Engineering and Design
Clean Energy Design
GoWorky
Towen of Ware, MA
CHA Novara GeoSolutions
University of Tokyo

Mathematics & Statistics
MassMutual
Liberty Mutual Insurance
Mercer
Hanover Insurance Group
Amazon
AETNA
Ernst & Young Financial Services
Google
State Street
Bloomberg LP

Microbiology
Beth Israel Deaconess Medical Center
University of Massachusetts Medical Center
Pfizer
Massachusetts General Hospital
Sanofi Genzyme
Brigham and Women's Hospital
Seres Therapeutics
Dana-Farber Cancer Institute
Boston Children's Hospital
Bristol-Myers Squibb

Natural Resources Conservation
U.S. Fish and Wildlife Service (USFWS)
Harvard University
Wildlife Conservation Society
AECOM Infrastructure Planning
Trustees of Reservations
Mass Audubon
National Park Service
National Oceanic & Atmospheric Administration (NOAA)
Cadmus Group Environmental Consulting

Physics
University of Massachusetts
MIT Lincoln Laboratory
Penn State University
Northeastern University
Amazon
Intel
Ernst & Young Financial Services
MITRE Corp. R&D Management
Microsoft
MathWorks

Plant and Soil Sciences
University of Massachusetts
Cornell University
CDM Smith Engineering and Construction
California State Polytechnic University
Oracle
Divert (retail supply chain waste consulting)
Deer Creek Golf & Banquet Facility
Wiano Club
Kinder Morgan (energy infrastructure)
Fitzgerald & Halliday Consulting

Psychology & Brain Sciences
Massachusetts General Hospital
Brigham & Women's Hospital
Boston Children's Hospital
University of Massachusetts Medical School
McLean Hospital
Boston Public Schools
ServiceNet (mental health)
Riverside Community Care
MEDITECH Medical Information Technology
Beth Israel Deaconess Medical Center

Sustainable Food & Farming
Matthew Cunningham Landscape Design
Gregory Lombardi Design
BrightView Landscapes
Dan Gordon Landscape Architects
Harvard University
Cadmus Group Environmental Consulting
PV Squared Solar Cooperative
Hill International
Whole Foods Market
CDM Smith Engineering and Construction

Sustainable Horticulture
Harvard University
Cadmus Group Environmental Consulting
PV Squared Solar Cooperative
Home Depot
Whole Foods Market
Karuna Center for Yoga and Healing Arts
Costa Farms
SiteOne Landscape Supply
Monrovia Plants
SolaBlock

Turfgrass Management
Turfgrass Management
Old Sandwich Golf Club
Valley Green
Winged Foot Golf Club
Sports Turf Specialties
Kaeste Boos Associates
iCracked
Academy of Notre Dame
Crosswinds Golf Club
Greenville Country Club

Veterinary and Animal Sciences
Mass General Hospital
MSPA-Canell
Cornell University
Banfield Pet Hospital
Massachusetts Institute of Technology
Valley Veterinary Hospital
Triangle Vet Referral
VCA: Vet Centers America
Diggity Dogs Service Dogs

Building & Construction Technology
Consigli Construction Company
Shawmut Design and Construction
Turner Construction
CLEAResult
Boise Cascade
Suffolk Construction
Dimeo Construction
Whiting-Turner Construction
U.S. Green Building Council
The Green Engineer, Inc.

Psychology
University of Massachusetts Medical School
Meditech Medical Information Technology
SeaPointe Medical Evaluation

Sustainable Horticulture
Harvard University
Cadmus Group Environmental Consulting
PV Squared Solar Cooperative
Home Depot
Whole Foods Market
Karuna Center for Yoga and Healing Arts
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Diggity Dogs Service Dogs
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### Chemistry
- Intel
- Dow Chemical
- 3M
- BASF
- Thermo Fisher Scientific
- University of Massachusetts Medical School
- Massachusetts Institute of Technology
- Waters Corporation
- Novartis Institutes for BioMedical Research
- Vertex Pharmaceuticals

### Earth Systems & Geosciences
- Freepoint-McMillan
- AECOM Infrastructure Planning
- Sovereign Consulting
- Arcadis
- U.S. Fish & Wildlife Service (USFWS)
- U.S. Environmental Protection Agency (EPA)
- IBM
- Navgy Consulting Services
- Haag Engineering
- Air Resource Specialists

### Environmental Science
- Triummive Environmental
- U.S. Environmental Protection Agency (EPA)
- U.S. Dept. of Agriculture (USDA)
- U.S. Geological Survey (USGS)
- VHB Transportation and Energy Planning
- Environmental Strategies & Management
- U.S. Fish and Wildlife Service (USFWS)
- Clean Harbors
- Trinity Solar
- Spill Center

### Food Science
- PepsiCo
- Mondelez International
- Home Market Foods
- Ocean Spray Cranberries
- Nestlé
- Abbott Nutrition
- Coca-Cola/Costa Rica
- Schlottbeck & Foss
- Mars Brands
- Dunkin’ Brands

### Geography
- University of Massachusetts
- Keene State College
- Montana Wilderness Association
- South Puget Sound Community College
- Encompass Engineering and Design
- Clean Energy Design
- GoWorky
- Town of Ware, MA
- CHA Novara GeoSolutions
- University of Tokyo

### Astronomy
- Framingham State University
- Army National Guard
- University of Texas Austin
- Johns Hopkins University
- Penn State University
- University of Massachusetts
- George Mason University
- GE Renewable Energy
- SpacePharma
- Werfen Instrumentation Laboratory

### Biochemistry & Molecular Biology
- University of Massachusetts Medical School
- Boston Children’s Hospital
- Pfizer
- Massachusetts General Hospital
- CVS Pharmacy
- Shire
- Harvard Medical School
- Brigham and Women’s Hospital
- Sanofi Genzyme
- Dana-Farber Cancer Institute

### Biology
- Massachusetts General Hospital
- Brigham and Women’s Hospital
- University of Massachusetts Medical School
- Boston Children’s Hospital
- Beth Israel Deaconess Medical Center
- University of Massachusetts Tufts Medical Center
- UMass Memorial Medical Center
- Baystate Health
- ScribeAmerica

### Building & Construction Technology
- Consigli Construction Company
- Shawmut Design and Construction
- Turner Construction
- CLEAResult
- Boise Cascade
- Suffolk Construction
- Dimeo Construction
- Whiting-Turner Construction
- U.S. Green Building Council
- The Green Engineer, Inc.

### Mathematics & Statistics
- MassMutual
- Liberty Mutual Insurance
- Mercer
- Hanover Insurance Group
- Amazon
- AETNA
- Ernst & Young Financial Services
- Google
- State Street
- Bloomberg LP

### Microbiology
- Beth Israel Deaconess Medical Center
- University of Massachusetts Medical Center
- Pfizer
- Massachusetts General Hospital
- Sanofi Genzyme
- Brigham and Women’s Hospital
- Seres Therapeutics
- Dana-Farber Cancer Institute
- Boston Children’s Hospital
- Bristol-Myers Squibb

### Natural Resources Conservation
- U.S. Fish and Wildlife Service (USFWS)
- Harvard University
- Wildlife Conservation Society
- AECOM Infrastructure Planning
- Trustees of Reservations
- Mass Audubon
- National Park Service
- National Oceanic & Atmospheric Administration (NOAA)
- Cadmus Group Environmental Consulting

### Physics
- University of Massachusetts
- MIT Lincoln Laboratory
- Penn State University
- Northwestern University
- Amazon
- Intel
- Ernst & Young Financial Services
- MITRE Corp. R&D Management
- Microsoft
- MathWorks

### Plant and Soil Sciences
- University of Massachusetts
- CDM Smith Engineering and Construction
- California State Polytechnic University
- Oracle
- Divert (retail supply chain waste consulting)
- Deer Creek Golf & Banquet Facility
- Wiano Club
- Kinder Morgan (energy infrastructure)
- Fitzgerald & Halliday Consulting

### Psychology & Brain Sciences
- Massachusetts General Hospital
- Brigham & Women’s Hospital
- Boston Children’s Hospital
- University of Massachusetts Medical School
- McLean Hospital
- Boston Public Schools
- Needham Health Services
- Riverside Community Care
- MEDITECH Medical Information Technology
- Beth Israel Deaconess Medical Center

### Sustainable Food & Farming
- Matthew Cunningham Landscape Design
- Gregory Lombardi Design
- BrightView Landscapes
- Dan Gordon Landscape Architects
- Harvard University
- Cadmus Group Environmental Consulting
- PV Squared Solar Cooperative
- Hill International
- Whole Foods Market
- CDM Smith Engineering and Construction

### Sustainable Horticulture
- Harvard University
- Cadmus Group Environmental Consulting
- PV Squared Solar Cooperative
- Home Depot
- Whole Foods Market
- Karuna Center for Yoga and Healing Arts
- Costa Farms
- SiteOne Landscape Supply
- Monrovia Plants
- Solablock

### Turfgrass Management
- Troon Golf
- Old Sandwich Golf Club
- Valley Green
- Winged Foot Golf Club
- Sports Turf Specialties
- Kaelest Boos Associates
- iCracked
- Academy of Notre Dame
- Crosswinds Golf Club
- Greenville Country Club

### Veterinary and Animal Sciences
- Mass General Hospital
- MSPCA-Angell
- Cornell University
- Banfield Pet Hospital
- Massachusetts Institute of Technology
- Valley Veterinary Hospital
- Triangle Vet Referral
- VCA: Vet Centers America
- Diggity Dogs Service Dogs
**ARE YOU ON TRACK?—A FOUR-YEAR CAREER DEVELOPMENT CHECKLIST**

**FIRST YEAR**

- **Course Selection**
  - Explore interesting courses to investigate possible majors.
  - Get to know your Undergraduate Advisor and major requirements.
  - Participate in classes and establish the best GPA you can.

- **Networking**
  - Talk to your professors and TAs during office hours, and before or after class. Be visible. In a big school, it’s important that your faculty know your name and your face—this will help with getting letters of recommendations in subsequent years.
  - Ask older students in your major. Learn what they knew as first years.
  - Attend the meetings of any 2 student organizations.

- **Using Resources**
  - Read about the CNS Career Center:
    - [https://www.cns.umass.edu/careers](https://www.cns.umass.edu/careers)
  - Explore the UMass Central Career Services website:
    - [http://www.umass.edu/careers](http://www.umass.edu/careers)
  - Log in to Handshake and complete your profile, including the skills section. Do a search for internship opportunities and read a sample description:
    - [https://umass.joinhandshake.com](https://umass.joinhandshake.com)
  - Pre-Health students (only) should sign up for the Pre-Health Advising email list, become familiar with their website, and attend their required events.

- **Online Presentation**
  - Double-check your privacy settings on Facebook, Twitter and other social media. All of your personal content should be visible to your Friends Only.
  - Google yourself using the names “Firstname Lastname” and see what comes up. Use this knowledge to start a conversation about your professional photo.

- **Occupation Research**
  - Check out “What Can I Do With This Major?”
    - [http://www.umass.edu/careers/planning](http://www.umass.edu/careers/planning)
  - Explore the website for your intended major, and read about each faculty member’s research to find your “most interesting” faculty. See what they study and teach.

**SECOND YEAR**

- **Course Selection**
  - Re-evaluate your major. If unsure, narrow your choices to one or two majors that you would like to complete. Then see your undergrad advisor ASAP to discuss, and declare.

- **Networking**
  - Make an academic plan that accounts for any pre-requisites for advanced classes, and whether courses are offered in Fall, Spring, or both.
  - Consider adding a small internship or lab research commitment of 8 hours/week.

- **Using Resources**
  - Get your resume reviewed by a Career Peer Advisor at the CNS Career Center, Morrill III, Room 215. No appointment needed.
  - Make an appointment with your professional career advisor at the CNS Career Center:
    - [https://umass.joinhandshake.com](https://umass.joinhandshake.com)
  - Log in to Handshake and complete your profile, including the skills section. Do a search for internship opportunities and read a sample description:
    - [https://umass.joinhandshake.com](https://umass.joinhandshake.com)
  - Use Handshake to search by major or for open opportunities. Search related majors as well. Print the 5 most interesting jobs you find, whether or not you currently qualify for them. Finding interesting future jobs is a sign that you are in the right major.

- **Online Presentation**
  - Google yourself in quotation marks i.e “Firstname Lastname” and look at the content results from an employer’s point of view. Clean up your digital dirt as needed.

- **Occupation Research**
  - Check out “What Can I Do With This Major?”
    - [http://www.umass.edu/careers/planning](http://www.umass.edu/careers/planning)
  - Explore the website for your intended major, and read about each faculty member’s research to find your “most interesting” faculty. See what they study and teach.

**THIRD YEAR**

- **Course Selection**
  - Consider a second major or a minor, for which you may already have some overlapping courses. Discuss with an Undergraduate Advisor in CNS.
  - Search online for your major/area and either “job board” or “professional organizations.” Find and bookmark some websites more specific to your field through Internships at CNS or the CNS Career Center can help.
  - Find websites of 10 companies where you might potentially apply. [https://www.umbc.edu/areyouontrack](https://www.umbc.edu/areyouontrack) contains some ideas for companies that might be interested in your field.

- **Networking**
  - Find people who are working professionally in the field. This gets people in your field to notice you and to look at your LinkedIn page.
  - Start a blog, covering your professional life with WordPress: [https://wordpress.com](https://wordpress.com)
  - Make an appointment with your professional career advisor.
  - Research scholarships at UMass, many of which support internship and research experiences that would otherwise be unpaid. Many of these can be found through the CNS scholarship search, or through CNS:
    - [https://www.cns.umass.edu/students/cns-scholarships](https://www.cns.umass.edu/students/cns-scholarships)
  - The Office of Financial Aid:
    - [https://www.umass.edu/financialaid/financial-aid](https://www.umass.edu/financialaid/financial-aid)
  - Contact the Undergraduate Advisement Office:
    - [https://umassalumni.com](https://umassalumni.com)

- **Using Resources**
  - Learn about research opportunities off campus. Visit the Office of Undergraduate Research & Studies:
    - [http://www.umass.edu/ours](http://www.umass.edu/ours)
  - Ask your faculty and Career Advisor.
  - Research internships at UMass, many of which support internship and research experiences that would otherwise be unpaid. Many of these can be found through the CNS scholarship search, or through CNS:
    - [https://www.cns.umass.edu/students/cns-scholarships](https://www.cns.umass.edu/students/cns-scholarships)
  - The Office of Financial Aid:
    - [https://www.umass.edu/financialaid/financial-aid](https://www.umass.edu/financialaid/financial-aid)
  - Contact the Undergraduate Advisement Office:
    - [https://umassalumni.com](https://umassalumni.com)

- **Online Presentation**
  - Update and develop your LinkedIn page. Upload evidence of your work (e.g. PDF writing samples, lab reports, PowerPoint, data tables, microscope images, AutoCAD videos).
  - Compose a LinkedIn summary paragraph that establishes your professional identity and how you are different from others in your major. Update your professional photo.
  - Search for LinkedIn Groups matching interests within your field (e.g. wildlife conservation, genetic medicine, cell division, addiction studies,绝缘 technology, pharmaceutical development, etc.), and Ask to Join.

- **Occupation Research**
  - Search online for your major/area and either “job board” or “professional organizations.” Find and bookmark some websites more specific to your field through Internships at CNS or the CNS Career Center can help.
  - Find websites of 10 companies where you might potentially apply. [https://www.umbc.edu/areyouontrack](https://www.umbc.edu/areyouontrack) contains some ideas for companies that might be interested in your field.

**FOURTH YEAR**

- **Course Selection**
  - Where you have extra credits to fulfill, explore areas of interest that you might otherwise be unpaid. Many of these can be found through the CNS scholarship search, or through CNS:
    - [https://www.cns.umass.edu/students/cns-scholarships](https://www.cns.umass.edu/students/cns-scholarships)
  - The Office of Financial Aid:
    - [https://www.umass.edu/financialaid/financial-aid](https://www.umass.edu/financialaid/financial-aid)
  - Contact the Undergraduate Advisement Office:
    - [https://umassalumni.com](https://umassalumni.com)

- **Networking**
  - Who will write your recommendation letters someday? Gather their full contact info now, make a connection on LinkedIn, and ask each person if they would be willing to write you a letter “in the future.” Get their “Yes” today, so you can cash it in tomorrow when the time comes.

- **Using Resources**
  - Talk to your faculty and the CNS Career Center about the value of graduate school for your given career track.
  - Prepare to take the GRE, or other appropriate exam, shortly after graduation. Your GRE score is good for 5 years. This gives you time to decide about applying to grad school. But if you delay taking the GRE, you might not get as strong a score as you would get closer to your date of graduation. [https://www.ets.org/gre](https://www.ets.org/gre)

- **Online Presentation**
  - Prepare your LinkedIn page for heavy viewing by potential employers and others in your professional network. Reconsider your headline, summary paragraph and list of skills. Join additional groups for your major and profession.
  - Create an online landing page that establishes your professional identity and have it link to your LinkedIn page and any other professional profile shows in a Google search before your personal profiles on Facebook or other platforms.
  - Start a blog, covering your professional life with one picture and one paragraph, once per month.
  - Recheck your Google results and all social media platforms. Clean and lock them down so your LinkedIn professional profile is the first result in a Google search.
  - Reconsider your headline, summary paragraph and list of skills. Join additional groups for your major and profession.
  - Create an online landing page that establishes your professional identity and have it link to your LinkedIn page and any other professional profile shows in a Google search before your personal profiles on Facebook or other platforms.
  - Recheck your Google results and all social media platforms. Clean and lock them down so your LinkedIn professional profile is the first result in a Google search.

- **Occupation Research**
  - Create a spreadsheet to centralize information on the jobs you’ve applied for, including date you submitted your application, dates on which you will follow up, and contact info.
  - Organize your computer file system with a folder for each company to which you apply, a subfolder for each job within each company. In each folder should be a job description and cover letter customized to that job at that company.
ARE YOU ON TRACK? A FOUR-YEAR CAREER DEVELOPMENT CHECKLIST

FIRST YEAR

- Course Selection
  - Explore interesting courses to investigate possible majors.
  - Get to know your Undergraduate Advisor and major requirements.
  - Participate in classes and establish the best GPA you can.
- Networking
  - Talk to your professors and TAs during office hours, and before or after class. Be visible in a big school; it's important that your faculty know your name and your face—this will help with getting letters of recommendations in subsequent years.
  - Ask older students in your major what they wish they knew as freshmen.
  - Attend the meetings of any 2 student organizations.
- Using Resources
  - Read about the CNS Career Center: https://www.cns.umass.edu/careers
  - Explore the UMass Central Career Services website: https://secure.umass.alumni.com/cns/careers/careerdevelopment.php
  - Log in to Handshake and complete your profile, including the skills section. Do a search for internship opportunities and read a sample description: https://umass.joinhandshake.com
  - Pre-Health students (only) should sign up for the Pre-Health Advising email list, become familiar with their website, and attend their required events.
- Online Presentation
  - Double-check your privacy settings on Facebook, Twitter and other social media. All of your personal content should be visible to your friends and yourself. Only your friends can see details such as “First Name Last name” and look at the content results from an employer’s point of view. Clean up your digital dirt as needed.
- Occupation Research
  - Check out “What Can I Do With This Major?” http://www.umass.edu/careers/planning
  - Explore the website for your intended major, and read about each faculty member's research to find your “most interesting” faculty. See what they study and teach.

SECOND YEAR

- Course Selection
  - Re-evaluate your major. If unsure, narrow your choices to one or two majors that you would like to complete.
  - Meet with your undergrad advisor ASAP to discuss, and declare.
- Networking
  - Introduce yourself to students in your classes. They can connect with each other and to great networking contacts in the future. Read a published article by a faculty member you work interests you. Approach them in person and use this knowledge to start a conversation about potentially applying to work on their lab or research project. At UMass 65% of students complete an internship or research with faculty before graduating.
  - Talk to older students in your major. Learn what they do. Ask for advice on courses to take, and research projects and clubs to join.
  - Attend meetings for one student organization regularly, and be involved, not just a member. It's what you do that matters, not where you sign your name.
- Using Resources
  - Get your resume reviewed by a Career Peer Advisor at the CNS Career Center, Morrill III, Room 215. No appointment needed.
  - Make an appointment with your professional career advisor at the CNS Career Center: https://umass.joinhandshake.com. Bring a printed internship description (if available) and cover letter for us to review before you submit them.
  - Visit the CNS Internship Database and read student reviews of internships for your major: https://secure.cns.umass.edu/webforms/internships
  - Use Handshake or https://www.joinhandshake.com to find and apply for an internship in a following semester. You must plan a semester ahead to do an internship.
- Online Presentation
  - If interested in Biology faculty research projects, Google “UMass BURA” and start a profile on it. The application window opens very briefly in the week prior to each semester. Be ready for the rush by completing your profile, browsing projects, and talking with faculty directly, well in advance of that week.
- Online Presentation
  - Google yourself in quotation marks i.e “Firstname Lastname” and look at the content results from an employer’s point of view.
  - Start or update your LinkedIn profile at https://www.linkedin.com.
- Occupation Research
  - Use Handshake to search by major for open opportunities. Search related majors as well. Print the 5 most interesting jobs you find, whether or not you currently qualify for them. Finding interesting future jobs is a sign that you are in the right major.
  - Meet with your career advisor and ask what different kinds of careers extend from your major.

THIRD YEAR

- Course Selection
  - Consider a second major or a minor, for which you may already have some overlapping courses. Discuss with an Undergraduate Advisor in CNS.
  - Browse courses of interest at Hampshire, Amherst, Smith, and Mt. Holyoke colleges here: https://www.fivecolleges.edu/academics/courses. These courses are free for UMass students, and so are the buses that take you there.
- Networking
  - Approach and re-approach faculty from whom you hope to gain research experience.
  - Participate professionally and politely in LinkedIn Group discussions. This gets people in your field to notice you and to look at your LinkedIn page.
- Using Resources
  - Learn about research opportunities off campus. Visit the Office of Undergraduate Research & Studies http://www.umass.edu/ours.

FOURTH YEAR

- Course Selection
  - Where you have extra credits to fulfill, stretch into areas that interest you from other majors, take a 5-College course or a course in GIS software. You needn’t complete a minor to benefit from taking courses in that area. Also consider a full-time semester-long 15-credit internship working 40 hours/week.
- Networking
  - Who will write your recommendation letters someday? Gather their full contact info now, make a connection on LinkedIn, and ask each person if they would be willing to write you a letter “in the future.” Get their “Yes” today, so you can cash it in tomorrow when the time comes.
- Using Resources
  - Talk to your faculty and the CNS Career Center about the value of graduate school for your given career track.
  - Prepare to take the GRE, or other appropriate exam, shortly after graduation. Your GRE score is good for 5 years. This gives you time to decide about applying to grad school. But if you delay taking the GRE, you may not get as strong a score as you would get closer to your date of graduation. https://www.ets.org/gre
- Online Presentation
  - Prepare your LinkedIn page for heavy viewing by potential employers and others in your professional network. Reconsider your headline, summary paragraph and list of skills. Join additional groups for your profession and participation.
  - Create an online landing page that establishes your professional site of relevance for you, such as where you have worked during college. https://www.linkedin.com
- Occupation Research
  - Consider a second major or a minor, for which you may already have some overlapping courses. Discuss with an Undergraduate Advisor in CNS.
  - Browse courses of interest at Hampshire, Amherst, Smith, and Mt. Holyoke colleges here: https://www.fivecolleges.edu/academics/courses. These courses are free for UMass students, and so are the buses that take you there.

HERE is a timeline of things you can do to ensure that you reach your goal for a career in the sciences by the time you graduate. Starting in your first year, tend to your professional development across the five action categories below.

H

Online Presentation
- Update and develop your LinkedIn page. Upload evidence of your work (e.g. PDF writing samples, lab reports, PowerPoint, data tables, microscopy images, AutoCAD videos).
- Compose a LinkedIn summary paragraph that establishes your professional identity and how you are different from others in your major. Update your professional profile picture.
- Search for LinkedIn Groups matching interests within your field (e.g. wildlife conservation, genetic research, cell division, addiction studies, industrial design, pharmaceutical development, etc.), and Ask to Join.
- Occupation Research
  - Search online for your majorarea and either “job board” or “professional organizations.” Find and bookmark some websites more specific to your field then indicated by Google, or find the CNS Career Center can help.
  - Find websites of 10 companies where you might see yourself. Bookmark the page that actually shows up, and check it every 2 weeks.
DOING RESEARCH WITH FACULTY

The best way to know if you would enjoy a career doing research, is to try it out while in college. As a science major at a large research-based institution, you are surrounded by faculty and students who are pushing the boundaries of their fields. Getting “hired” to a faculty lab or research project offers you an opportunity to gain real-world experience in your field. Here are some tips on how to find and apply for your first research experience.

Start with the website for your department or major. Look for a link to “Research.” Also, look for the list of department faculty, which often contains summaries of their past and current research interests. Click on a faculty member to learn more about their research. Some faculty have full websites dedicated to their research labs, and you can get a lot of information from these, potentially including published articles produced by the research. Repeat this process for adjacent majors or majors of interest (e.g. Biochemistry students should also check Biology). The CNS Career Center can provide a centralized list of links to science research across campus.

Read deeply. It’s ok if you don’t understand 100%, but you should have some understanding of the research project to which you apply. Research positions with faculty rarely have job descriptions, but you can probably assess some of the key skills, concepts, and completed courses that would make you a notable candidate for the position. Use your assessment to create a customized resume and brief cover letter showing your interest in joining the project.

Reach out to the faculty member(s) by email to express interest and ask if you may send them your resume in a second email. Remember that sometimes, a lack of receptivity has nothing to do with you. If faculty do not respond, it may be because they have no open positions on their project. But it is a good idea to reach out again if you haven’t received any response after 2 weeks. To see a sample email you might send to a professor, see this page from Biochemistry that applies equally well across all science majors, http://www.umass.edu/biochem/undergraduate/lab-research.

What Makes a Good Research Assistant According to Faculty?

- You have taken some foundational courses in your major—enough to clearly understand basic concepts of the field, and be familiar with some basic lab skills
- You show the ability to learn quickly
- You demonstrate some understanding of their specific research, not simply a generic interest in “getting a lab”
- You can state why you find the professor’s work interesting, and perhaps something about how their work connects with your own research interests within your field
- You show the initiative and motivation to professionally pursue a research position as a part of your education even though it is not required
- The professor knows your name and face, because you have made an effort to be noticeable and memorable

Secret Tips From CNS Professors Who Hire Research Assistants

“I run a popular lab that gets lots of applications every year. The first thing I do is ignore every last one of them. Then I wait to see which students come back and inquire about their application or otherwise show initiative and interest in having the position. These are the students who really want the job. So then I’ll go back and read just the resumes of those students. Sometimes students don’t understand that the minimal effort needed to follow-up can have maximal effects.”

“It’s frustrating that I can’t remember the names of all my students, especially in large lecture classes. I have to admit—when I get two students applying for a position, I tend to feel most comfortable hiring the student whose name and face I recognize. A student I don’t know might be very talented and deserving, but if they haven’t made an effort to get me to learn who they are, I can’t help but see them as a potential risk compared with someone I already know.”

“I don’t look for A students. High GPA is nice. But high GPA doesn’t always mean that someone understands your particular research. I look for students that show the capacity to learn and demonstrate a real interest in doing so.”

“Students should read my faculty bio and the entire website for my lab before contacting me. I can really tell whether someone has taken the time to do that or not. And if you won’t take the time to read about my research, why should I take the time to read about you?”

“The graduate student who works for me often receives bright and talented undergraduates that she knows because they have asked her about working in my lab.”

“Your retail jobs don’t necessarily interest me. The thing I want to see most on your resume is an up-to-date list of your lab skills. I can get an idea of these if you list a few completed or current courses related to the work of my lab, but it really comes down to specific lab skills that a student has learned to do at least once, or simply hasn’t been exposed to yet. Tell me what you can do in a lab and you’ve got my attention.”

Students who send me emails that read like texts, with abbreviated words and lack of grammar, are not serious about wanting to become a professional in their field. Approaching a professor with respect means using their title, getting right to the point, and spending more than 5 minutes figuring out what to write.”

“I’ll admit that I sometimes don’t respond to student inquiries, especially if I’m busy and I know that my lab is full for the foreseeable future. In this case, my lack of response has absolutely nothing to do with a student’s qualifications, and I hope students remember that. I just don’t have room, not even for Einstein. I still encourage students to reach out to me with interest though. When one of my lab assistants graduates, I’ll definitely be calling someone to replace them.”

“A student’s well-formulated and informed question about my current research gets me every time. In a single shot you demonstrate your self-motivation, your interest in my work, your scientific aptitude and, as a bonus, you flatter me. Informed flattery will get you everywhere!”

“The hardest times to reach me are during Summers, during Spring and Winter Breaks, just before final exams, and just after the exam period when I have to do my grading. Requests sent to me at these times will probably get lost before they get acted upon. It’s worth considering the work rhythm of college professors as part of the process of reaching out to them.”

“If I hire a senior, I train them and they graduate. Gone. But if I hire a sophomore or junior, they’ll likely stick with my lab project for a few semesters. Occasionally, I’ve hired a very bright and motivated first year student. This is rare, but it does happen. Taking initiative is key.”

Biology Undergraduate Research Apprenticeships (BURA)

For Biology majors and for those interested in biological research, it is crucial to know about BURA, a centralized online application system for participation in Biology-based research projects found here: https://www.bio.umass.edu/bura/. Sign into BURA with your netID and password. At any time of year, you can read short summaries of the many faculty research projects hosted by the Biology department. You can also see which projects have the most applicants. The BURA system opens and closes in the first week of each semester. You must be aware of these dates and prepare for them in advance. BURA allows you to upload a single resume and letter, and allows you to apply for (only) three different projects. While application through the BURA system is required, most successful applicants will have already discussed their interests with the principal investigator (PI) well in advance of applying through BURA. In fact, students who only apply through BURA without contacting faculty directly, tend to strike out. You do not have to be a Biology major to apply for a BURA apprenticeship.
FIELD EXPERIENCE AND EXPERIENTIAL LEARNING

DOING RESEARCH WITH FACULTY

The best way to know if you would enjoy a career doing research, is to try it out while in college. As a science major at a large research-based institution, you are surrounded by faculty and students who are pushing the boundaries of their fields. Getting “hired” to a faculty lab or research project often puts you in a position to gain real-world experience in your field. Here are some tips on how to find and apply for your first research experience.

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WHAT MAKES A GOOD RESEARCH ASSISTANT ACCORDING TO FACULTY?

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**FIELD EXPERIENCE AND EXPERIENTIAL LEARNING—continued**

**GETTING INTERNSHIPS AND CO-OPS**

An internship is a semester-long or summer learning experience in which you gain skills, industry knowledge, and a professional world, fulfilling a role in a host organization. Some of those students are later hired into the company where they did their internship. In fact, over 80% of UMass Amherst students complete an internship, a research apprenticeship with faculty, or other field experience before graduating. Employers cite such field experience as the number one thing they look for on student resumes.

Because employers are impressed by the interns (and employees) they get from UMass Amherst, they come back year after year with an excellent range of competitive opportunities. Take advantage of the professional reputation set by students who graduated before you, and then uphold the university’s standards of professionalism when it’s your turn.

Internships can be done for credits if properly registered through Central Career Services. For example, you can earn 3 credits for working 8 hours per week across the 15 weeks of a semester. A co-op is when you take temporary leave from your studies and earn 15 credits working 40 hours per week for a semester. Some people will move to Boston or another location for a full semester bridge and earn 15 credits working 40 hours per week for a semester. You can also do intensive internships during Summer and Winter breaks. Consult your major’s requirements to see if you have an internship requirement, or a maximum number of credits you can earn via internship. For more information about obtaining credits for internships, see the Career Services page [https://www.umass.edu/careers/internships](https://www.umass.edu/careers/internships).

Most CNS students choose to do a non-credit internship in addition to their for-credit classes, and then list the internship directly on their resumes. This is essentially an agreement made between you and the host organization, and the CNS Career Center does not appear on your UMass transcript, but serves as invaluable work experience that will advance your professional qualifications. The CNS Career Center is here to help you find and successfully apply for all such opportunities, regardless of credit or non-credit status.

Advanced students in certain majors may want to register for co-op experience. This is less of a learning experience and more of a temporary professional position that may last for 6 to 9 months, and advances your professional qualifications. Some or all co-op will appear on your UMass transcript, but does not earn academic credits or affect your GPA. By having you register for co-op status, the university holds your spot at the college with the expectation that you will return to classes at the end of your co-op opportunity.

**When Should I Get an Internship?**

The CNS Career Center advises you to begin window shopping for internships as early as possible. Because it helps to have some basic coursework completed, we suggest planning to start your first field experience in the Spring semester of your sophomore year. Students can also do internships during their junior and senior years.

Competitive internships can have early deadlines and will often select their interns nearly a full semester in advance of their start date. Many Spring internships are filled in November of the previous semester. Summer internships are often filled during February. By May, applications for Fall internships are being evaluated. That being said, if you are late to the game, remember that there are average trends. You only need one internship to be available to you. If you find it and get it, then you are all set.

Some students feel that an internship is above their “real work.” However, internships and research experiences are intended to be the next rung up on a career ladder that you have just started climbing. Most internships are offered for a minimum of 15 credits and 40 hours of work per week across the 15 weeks of a semester. The most important skill to be an intern is the ability and desire to learn. The next most important skill is taking the initiative to seek out and apply for an internship. You are a UMass Amherst student accepted to the College of Natural Sciences. You can do this!

**Where Do I Find an Internship?**

The online Handshake database is updated daily with job and internship listings, and can be searched by key word, industry, and location. We recommend that you search opportunities by major. Find Handshake: [https://universityhandshake.com/](https://universityhandshake.com/) but know that this is just the first place to start.

Depending on your major, your major/department website may have some opportunities listed. Look for a “Career Development,” “Opportunities,” or similar link. Your facility may also know of an opportunity that hasn’t been heavily advertised. Some will announce these in class. Others will wait for enterprising students to ask them about these in person.

The CNS Internship Database provides student reviews of completed internships. Search by major to find out where your fellow students have interned, what they did there, and how they liked it. Many internships repeat each semester, so you might directly contact the host organization if you see a past opportunity of interest. See the Database here: [https://secure.cns.umass.edu/webforms/internships](https://secure.cns.umass.edu/webforms/internships).

Some students will create a new internship opportunity by approaching an organization directly and coming to an agreement with them about the parameters of a temporary internship. This is often more legitimate or profession which you want to be a part of, we encourage you to make direct contact with such companies or organizations.

The National Science Foundation (NSF) offers competitive and prestigious summer research programs that serve as excellent field experiences for students interested in pursuing careers in scientific and academic research. NSF sponsors these Research Experiences for Undergraduates (REUs) at universities across the country. Most accepted applicants receive a stipend of $4,000–$6,000 for a summer semester but some REUs will pay your full tuition, room and board, in addition to a generous stipend for the duration of the research experience. Under the supervision of the local principal investigator (PI) and university faculty. Application deadlines differ by project, but most are within the February to May timeframe. Application is reserved for U.S. citizens and permanent residents. NSF opportunities can also be found using the academic discipline here: [https://www.nsf.gov/crsspgrm/reu/reu_search.jsp](https://www.nsf.gov/crsspgrm/reu/reu_search.jsp).

The Massachusetts Life Sciences Center (MLSC) is funded by the state to continue building up Massachusetts as a major life sciences hub and create a pipeline of talented life science professionals, MLSC supports, internships and fellowships. Students in biology, biochemistry, and chemistry—you are encouraged to upload your resume and a cover letter stating your interests within your major(s), your experience, and your range of lab skills. More than 600 science companies, all based in Massachusetts, browse student resumes each semester and will often select their interns nearly a full semester in advance of their start date. Many Spring internships will often select their interns nearly a full semester in advance of their start date.

The CNS Career Center can provide you with lists of links to internship boards organized by profession or scientific discipline. These sites are far more specific than using Google or Indeed, and are kept fresh and current. Google and Indeed use online databases to compile opportunities from across the internet, but they don’t do a good job of removing positions once their application deadlines have passed. This can result in the appearance of internships that are no longer legitimate, or specific internship and job board sites in your field, you will want to bookmark them and refer to them often.

**SPECIALY FUNDDED INTERNSHIP OPPORTUNITIES IN SCIENCE**

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In Massachusetts. Through funding from MassCEC, these companies are able to pay their interns up to $16/hour for up to 12 weeks of full- or part-time work. These program benefits are only available to applicants attending a college inside Massachusetts. MassCEC does not assist with finding and applying for internships, but a qualifying company you connect with can apply to MassCEC for funding to pay you. This is beneficial and may be beneficial if you are interested in the green industries. More about this here: [https://www.masscec.com/work-clean-energy/job-seeker/internship-program](https://www.masscec.com/work-clean-energy/job-seeker/internship-program).

The Massachusetts Technology Collaborative (MassTech) provides eligible Massachusetts digital technology companies with funding for an intern’s salary up to a maximum total of $6,400. These program benefits are only available to applicants applying for massachusetts paid internships! These internships may be of particular interest to Math and Physics majors, any science majors with interests in data analysis and digital health, and Psychology majors with an interest in human resources. Students create a profile at The Tech, but you must connect with a specific company and often contact them directly. Some startup companies, needing interns with talents in data analysis and/or human resources, can be found here: [https://www.thetechgen.com/companies](https://www.thetechgen.com/companies).

The Massachusetts Department of Environmental Protection offers several internships with the state agency responsible for enforcing air and water, soil management and toxic hazards, the recycling of solid and hazardous wastes, the timely cleanup of hazardous waste sites and spills, the preservation of wetlands and coastal resources, the enforcement of environmental laws. They can be found here: [https://www.mass.gov/how-to/](https://www.mass.gov/how-to/). Read more about the Massachusetts Clean Energy Center (MassCEC) and the Massachusetts Life Sciences Center (MLSC) for interested students. Employers cite such field experiences possible for interested students: [https://www.mass.gov/how-to/apply-for-an-environmental-internship](https://www.mass.gov/how-to/apply-for-an-environmental-internship).

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[10] UMass Amherst College of Natural Sciences
GETTING INTERNSHIPS AND CO-OPS

A n internship is a semester-long or summer learning experience in which you gain skills, industry knowledge, and experience. An internship offers you a field of choice in the professional world, fulfilling a role in a host organization. Some of those students are later hired into the company where they did their internship. The CNS Amherst students complete an internship, a research apprenticeship with faculty, or other field experience before graduating. Employers cite such field experience as the number one thing they look for on student resumes.

Because employers are impressed by the interns (and employees) they get from UMass Amherst, they come back year after year with an excellent range of competitive opportunities. Take advantage of the professional reputation set by students who graduated before you, and then uphold the university's standards of professionalism when it's your turn.

Internships can be done for credits if properly registered through Central Career Services. For example, you can earn 3 credits for working 8 hours per week across the 15 weeks of a semester. A co-op is when you take temporary leave from your studies and earn 15 credits working 40 hours per week for a semester. Some people will move to Boston or another location for a full semester to dive fully into an internship experience. You can also do intensive internships during summer and Winter breaks. Consult your major’s requirements to see if you have an internship requirement, or a maximum number of credits you can earn via internship. For more information about obtaining credits for internships, see Professional Career Services: https://www.umass.edu/careers/internships

Most CNS students choose to do a non-credit internship in addition to their for-credit classes, and then list the internship directly on their resumes. This is essentially an agreement made between you and the host organization, and UMABC. A non-credit internship does not appear on your UMass transcript, but serves as invaluable work experience that will advance your professional skills. The CNS Career Center is here to help you find and successfully apply for all such opportunities, regardless of credit or non-credit status.

Advanced students in certain majors may want to register for a co-op experience. This is less of a learning experience and more of a temporary professional position that may last for 6 to 9 months, and advances your professional qualifications. A co-op will appear on your UMass transcript, but does not earn academic credits or affect your GPA. By having you register for co-op status, the university holds your spot at the college with the expectation that you will return to classes at the end of your co-op experience.

When Should I Get an Internship?

The CNS Career Center advises you to begin window shopping for internships as early as possible. Because it helps to have some basic coursework completed, we suggest planning to start your full semester internship during the Spring semester of your sophomore year. Students can also do internships during their junior and senior years.

Competitive internships can have early deadlines and will often select their interns nearly a full semester in advance of their start date. Many Spring internships are filled in November of the previous semester. Summer internships are often filled during February. By May, applications for Fall internships are being evaluated. That being said, if you are late to the game, remember that these are average trends. You only need one internship to be available to you. If you find it and get it, then you are all set.

Some students feel that an internship is above their current skill level. However, internships and research experiences are intended to be the next rung up on a career ladder that you have just started climbing. Most internship positions are for undergraduate students, but many can become ineligible as soon as you graduate! The most important skill to an intern is the ability and desire to learn. The next most important skill is taking the initiative to seek out and apply for an internship. You are a UMass Amherst student accepted to the College of Natural Sciences. You can do this!

Where Do I Find an Internship?

The online Handshake database is updated daily with job listings and internships, and can be searched by key word, industry, and location. We recommend that you search opportunities by major. Find Handshake here: https://universityofmassachusetts.joinhandshake.com/ but know that this is just the first place to start.

Depending on your major, your major/department website may have some opportunities listed. Look for a “Career Development,” “Opportunities,” or similar link. Your faculty advisor, your major may know of an opportunity that hasn’t been heavily advertised. Some will announce these in class. Others will wait for enterprising students to ask them about these in person.

The CNS Internship Database provides student reviews of completed internships. Search by major to find out where your fellow students have interned, what they did there, and how they liked it. Many internships repeat each semester, so you might directly contact the host organization if you see a past opportunity of interest. See the Database here: https://secure.cns.umass.edu/webforms/internships

Some students will create a new internship opportunity by approaching an organization directly and coming to an agreement with them about the parameters of a temporary internship. They are more legitimate organization or profession which you want to be a part of, we encourage you to make direct contact with such companies or organizations.

The National Science Foundation (NSF) offers competitive and prestigious summer research programs that serve as excellent field experiences for students interested in pursuing careers in scientific and academic research. NSF sponsors these Research Experiences for Undergraduates (REUs) at universities across the country. Most accepted applicants receive a stipend of $4,000-$6,000 for a summer internship. Students do intensive research under the supervision of the local principal investigator (PI) and university faculty. Application deadlines differ by project, but are often as early as December through February. Funding is reserved for U.S. citizens and permanent residents. NSF opportunities can be searched by academic discipline here: https://www.nsf.gov/crssprgm/reu/reu_search.jsp

The Massachusetts Life Sciences Center (MLSC) is funded by the state to continue building up Massachusetts as a major life sciences hub. To create a pipeline of talented life science professionals, MLSC conducts the Internship Matching Program. Students in biology, biochemistry, and chemistry—you are encouraged to upload your resume and a cover letter stating your interests within your major(s), your experience, and your range of lab skills. More than 600 company, all based in Massachusetts, will often want to bookmark them and refer to them often. As you learn the more legitimate and

SPECIALY FUNDED INTERNSHIP OPPORTUNITIES IN SCIENCE

The CNS Career Center can provide you with lists of links to internship boards organized by profession or scientific discipline. These sites are far more specific than using Google or Indeed, and are kept fresh and current. Google and Indeed use online databases to compile opportunities from across the web, but they don't do a good job of removing positions once their application deadlines have passed. This can result in you not seeing some opportunities that are legitimate and specific internship and job boards in your field, you will want to bookmark them and refer to them often.

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FIRST YEAR SCIENCE EXPLORATORY TRACK
STUDENT WITH BIOLOGY INTENT

Sample Internship Description Analyzed to Highlight Key Skills Sought

Massachusetts Community Water Watch

- Students will collect, identify, and analyze samples. During the field days, students will gather and split into teams to collect samples, do shoreline surveys, and learn about the issues.

- A smaller group of students will further catalog and analyze the samples taken from the river. Students will interpret data and present it in graphs, with the ultimate goal of creating a map of species populations overlaying an aerial map, with photos of species samples and habitat. This information will be published on a website and in a report that will be delivered to media, as well as turned into an educational curriculum for schools.

- Students will work with local nurseries and the campus to gather plant materials and supplies for a planting event on Earth Day. Students will coordinate volunteers, visibility, and media for the event.

- River Monitoring Workshop. Students will organize field days in which students will learn why and how to perform water quality testing and shoreline surveys. Days will include expert speakers and education on water quality issues.

Sample Cover Letter

627 N. Pleasant St.
Amherst, MA 01003

January 10, 2018

Volunteer Coordinator
Massachusetts Community Water Watch
44 Winter Street
Boston, MA 02108

Dear Volunteer Coordinator:

This letter is to apply for work as a volunteer with Massachusetts Community Water Watch, an opportunity I found through the Office of Civic Engagement and Service-Learning at the University of Massachusetts Amherst. I am a first year student with interests in biology and environmental conservation.

In my lab classes, I regularly practice collecting pond water samples, and analyzing them to identify organisms. As a member of the Computer Science Club I learned how to use Excel to catalog findings and create graphs. While I have not yet created a map showing species population distribution, my final project for a nature conservation course is giving me the chance to read map overlays as I summarize a case study of the Quabbin Reservoir.

With my experience as a camp counselor, I am comfortable creating and running fun outdoor group activities. When I was assigned by my supervisor to serve in the role of Head Counselor I was able to coordinate and collaborate with other counselors to organize an all-day hike.

After 3 years on the debate team, I feel confident when presenting educational topics to a young audience. As team President I organized a successful marketing campaign to increase the visibility of our team activities, including an interview with local media.

In addition to furthering my interest in biology through this internship, I look forward to using my organizational and leadership skills to assist Mass Community Water Watch. Thank you for your time and consideration.

Sincerely,

Claire Lakes

Note: Bold is used here to demonstrate how to address the specifics of a job description. You do not need to bold the key skills in your actual cover letter.

Lacking a Key Skill?

Don’t ignore it and hope they won’t notice. Explain what you’ve learned and express an eagerness to learn that skill on the job.

Sample Resume

Claire Lakes
413-555-6121, clakes@umass.edu
511 Goodell Drive, Amherst, MA 01003

EDUCATION

University of Massachusetts Amherst May 2021
Bachelor of Science
Exploratory Track; intended major Biology
GPA 3.25
Relevant Courses: Intro to Nature Conservation, Intro to Biology Lab

Chadborne High School, Webster, MA June 2017
High School Diploma

WORK EXPERIENCE

Timberlake Camp, Brown, MA June – Aug. 2017
Camp Counselor
- Facilitated daily arts and crafts projects for group of 13 elementary school aged campers
- Coordinated with team of fellow counselors in organizing campers and major camp events

ACTIVITIES

University of Massachusetts Amherst Jan. 2017 – Present
Computer Science Club Member
- Gain information about different careers that use technology
- Learn computer skills and work on independent projects

Chadborne High School Debate Team, Webster, MA Sept. 2014 – June 2017
Team Member
- Designed pamphlets and posters in order to promote club events such as guest speakers
- Presented to eight classrooms on effective speaking techniques
- Elected team President for senior academic year

COMPUTER SKILLS

- Proficient in Microsoft Excel, Word, PowerPoint and internet research
- Introductory proficiency with Gimp (photo editing software)

LANGUAGE SKILLS

- Basic Spanish

Visit CNS Career Center Walk-In Hours at Morrill III, Room 215, weekdays, 10am - 5pm
FIRST YEAR SCIENCE EXPLORATORY TRACK
STUDENT WITH BIOLOGY INTENT

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Bachelor of Science
Exploratory Track; intended major Biology
Relevant Courses: Intro to Natural Conservation, Intro to Biology Lab

GPA 3.25 May 2021

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COMPUTER SKILLS

• Proficient in Microsoft Excel, Word, PowerPoint and internet research
• Introductory proficiency with Gimp (photo editing software)

LANGUAGE SKILLS

• Basic Spanish

Sample Resume
JUNIOR YEAR MATHEMATICS MAJOR

Job Description Analyzed to Highlight Key Skills Sought

Intern - Product/Pricing Analytics

Location: Webster, MA

Job Summary
MAPFRE Insurance is offering a unique opportunity to highly motivated college students who thrive in a team-oriented, fast-paced and enjoyable work environment. If you’re ready to learn about the insurance industry and have a strong work ethic, this is a great way for you to start your career. As an intern at MAPFRE Insurance, you’ll find yourself tackling real business projects that make an impact on our company. You will learn about departmental and corporate functions and have opportunities to network with other MAPFRE employees and interns in the program. Interns will also participate as a team in a Day of Caring community service project and work together to plan and implement an end of summer recognition and reflection ceremony.

This is a 12-week summer internship from May 22 to August 10, 2018. Interns will typically work Monday through Thursday. Interns must commit to the schedule for the summer and participate in planned training and activities.

Candidate must be enrolled in an accredited college degree program. Must be able to provide own transportation.

Department-specific responsibilities, project description, deliverables, etc.: Capitalizes on data trends and working with Product Analysts and Managers to identify positive and negative trends allowing for vital business growth. Will be involved in developing new reports, from beginning to end, using various report creating techniques and methodologies. These will include, but not limited to, developing Key Performance Indicator reports, Dashboards reports, and other functional reports and exhibits. Interprets and summarizes the data for Product Management, identifying positive and negative trends and working with Product Analysts and Managers to develop strategies to address and/or capitalize on these trends.

Job Requirements
College Level Preferred:
Undergraduate (Rising Junior or Senior)

Majors and/or Coursework Preferred:
Business Related, Actuary, Data Analytics, Statistics, Mathematics

Preferred Qualifications:
Microsoft Office Proficiency
Strong database skills
Solid written and verbal communication skills
Math aptitude
Analytical and problem-solving abilities

Sample Cover Letter: Junior Math Major

Customized to the Details of the Job Description

123 N. Pleasant St. #25
Amherst, MA 01002
(617)-555-1234
pnomiel@umass.edu

February 15, 2018

Ms. Joan Crosby—HR Coordinator
MAPFRE Insurance
44 Gore Road
Webster, Massachusetts 01570

Dear Ms. Crosby,

I am applying for the Product/Pricing Analytics Intern position as posted on the University of Massachusetts Amherst Career Services website. I am currently a junior at UMass Amherst, pursuing a Bachelor of Science Degree in Mathematics with a concentration in Statistics. My experience with solving analytical problems in the classroom has ignited a desire to apply my skills to real-world scenarios. I am very passionate about the possible opportunity to assist in the work of the insurance industry providing people with a sense of security in their business and personal lives. I am a quick study, a detailed-oriented self-starter, and an excellent team member.

My involvement in statistics-driven coursework and extracurricular activities has provided me with a solid understanding of the importance of data analysis to the success of any business. This past April, I attended the Five College DataFest where students had the chance to work in teams to assess the raw data provided by TicketMaster and to draw conclusions about the company’s product. This experience allowed me to gain a deeper appreciation of how the analysis of specific information can be used to answer targeted questions, allowing for vital business growth. While studying abroad this past fall semester at University College of Cork, Ireland, I gained further knowledge in data analysis and the financial applications of math while also developing an international perspective which can be vital in today’s business world.

Outside of the classroom, I have gained important experience in teamwork and communication in fast-paced environments through my various jobs in the service industry. My work as a New Students Orientation Leader, this past summer, provided me with essential leadership and organizational skills. This opportunity also allowed me and my fellow team members to share an enjoyable few months creating a welcoming community for incoming students. My educational success and life experiences have prepared me to utilize my abilities to make a contribution in a professional environment. An internship with MAPFRE Insurance would be the perfect opportunity to apply my skills to a meaningful real-world setting. I look forward to discussing the position with you further and learning more about the company at the University’s upcoming career fair.

Thank you for your time and consideration.

Sincerely,

Polly Nomiel

NOTE: You do NOT need to put key skills in bold in your cover letter. But printing and highlighting or underlining them in the job description will help you ensure you are addressing the employer’s specific needs.
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Candidate must be enrolled in an accredited college degree program. Must be able to provide own transportation.

Department-specific responsibilities, project description, deliverables, etc.:
Provide your name and contact information in the description.

Will be involved in developing new reports, from beginning to end, using various report creating techniques and methodologies. These will include, but not limited to, developing and working with Product Analysts and Managers to develop strategies to address and/or capitalize on these trends.

Utilizes Microsoft Excel, PowerPivot, Power Query, Access or other database and spreadsheet applications to produce functional reports and exhibits. Interprets and summarizes the data for Product Management, identifying positive and negative trends and working with Product Analysts and Managers to develop strategies to address and/or capitalize on these trends.

Will be involved in developing new reports, from beginning to end, using various report creating techniques and methodologies. These will include, but not limited to, developing Key Performance Indicator reports, Dashboards reports, and other reports that include key metrics to help measure the performance of individual product lines.

Job Requirements
College Level Preferred: Undergraduate (Rising Junior or Senior)

Majors and/or Coursework Preferred:
Business Related, Actuary, Data Analytics, Statistics, Mathematics

Preferred Qualifications:
Microsoft Office Proficiency
Strong database skills
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Thank you for your time and consideration.

Sincerely,

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SECRET WEAPONS

CUSTOMIZE YOUR RESUME FOR THIS POSITION

What Does the Employer Want?
List the skills and qualities in the job description (or deduce the valuable skills for such a position):

What’s Your Best Evidence Match?
List resume entries, experiences, classes; anything that proves and demonstrates your wanted skills:

How Clear Is Your Match?
(A, B, C, or D)
See Key Below:

1.
2.
3.
4.
5.

The most frequent answers here are “B” and “C.”
In particular, “C” can do a lot to bring the science content of your courses into the Relevant Experience section of your resume.

Key

A = Entry is on my resume AND described to match the wording of what the employer wants.

B = Entry is on my resume BUT NOT described to match the wording of what the employer wants.

C = My best evidence is from something that isn't on my resume (e.g. a class, a group project, or an old job).

D = My best match is distant at best, or I simply do not have that skill.

Be sure the bullet points most relevant to the employer are listed first. If a bullet is not at all relevant for this job, delete it.

Rewrite your entry to match the wording of the job description as closely as possible.

Using the heading Experience (or Relevant Experience) add any experience that best demonstrates that you have a desired skill.

Name the nearest skill you do have; state a desire and ability to quickly learn the desired skill on the job or before it starts.

Sample Resume Customized to Job Description

Polly Nomial
123 N Pleasant St. #25, Amherst, MA 01002
pnomiel@umass.edu • (617) 555-1234

EDUCATION
University of Massachusetts Amherst Amherst, MA
College of Natural Sciences
Bachelor of Science in Mathematics – Statistics Concentration May 2019
Cumulative GPA: 3.85; Dean’s List
• Commonwealth Honors College
• Recipient of Phi Kappa Phi Honor Society Certificate of Recognition for Academic Achievement
• Recipient of Chancellor’s Award from University of Massachusetts Amherst

University College Cork Cork, Ireland
Study Abroad: Data Analysis I, Multivariable Calculus with Financial Applications, Irish Folktore Fall 2017

RELEVANT EXPERIENCE
New Students Orientation, University of Massachusetts Amherst
Orientation Leader June - August 2017
• Assessed real-world data of over 150 incoming students and aided in planning their academic schedule.
• Presented new students with the many resources available to them on the UMass campus.
• Organized and facilitated group meetings, tours and other activities for over 4,500 visiting students.

Five College DataFest Amherst, MA
Event Participant April 2017
• Collaborated with a team to extract insight from over 3 GB of Ticketmaster data.
• Gained exposure to challenging questions regarding data and learned how to assess them through interactive workshops in R.
• Observed the creative ways which data could be interpreted in order to measure key performance indicators affecting sales such as, seasonality, geography, gender, and age.

ADDITIONAL EXPERIENCE
UMass Catering Amherst, MA
Wait Staff September 2015 - Present
• Assist in the preparation and service of food and refreshments at various events on UMass campus.
• Create an enjoyable dining experience for guests, catering to their needs.
• Expedite a thorough clean up after event has ended.

SKILLS
Computer: MS Office (Word, PowerPoint, and Excel)
Language: Basic Java Programming, Introductory R

The most frequent answers here are “B” and “C.”
In particular, “C” can do a lot to bring the science content of your courses into the Relevant Experience section of your resume.

Example Font: Arial, Size 10

UMass Amherst College of Natural Sciences
cns.umass.edu/careers

16
17
SECRET WEAPONS

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Bachelor of Science in Mathematics – Statistics Concentration May 2019
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• Commonwealth Honors College
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• Expedite a thorough clean up after event has ended.

ACTIVITIES
UMass Outings Club (UMOC) September 2016 - Present
• Guide and organize trips for club members as an active hiking leader.

Association for Women in Mathematics (AWM) January 2015 - Present
• Active participant in formation of UMass chapter focused on building a community for female math majors.
• Attend professional networking opportunities with fellow UMass students and faculty.

UCC Mountaineering Club May 2015 - May 2016
• Adapted to the unique conditions which were required to navigate mountains without a defined path.

SKILLS
Computer: MS Office (Word, PowerPoint, and Excel)
Language: Basic Java Programming, Introductory R
**PLAN YOUR CUSTOMIZED COVER LETTER**

Who is the contact receiving your application? (Name, Title, Company Name and Address)

HINT: Instead of “Dear Hiring Manager,” do some internet sleuthing to find the name of the recruiter or department head.

Name or Title of the Internship or Job? (Include Job Number if in the description)

How did you learn of the position? (UMass Career Services, company website, job fair, recruiter)

What is your personal brand that makes you memorable? How are you different from others in your major?

(interdisciplinary, experienced, a people-person, ability to learn software quickly, etc.)

**SECRET WEAPONS—continued**

What Does the Employer Want?

List the skills and qualities in the job description (or deduce the valuable skills for such a position): What Does the Employer Want?

List resume entries, experiences, classes; anything that proves and demonstrates your wanted skills:

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What’s Your Best Evidence Match?

List the best evidence match List resume entries, experiences, classes; anything that proves and demonstrates your wanted skills:

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Include all info from the top box in your letter setup, greeting and introductory paragraph. Express excitement and passion for the position and your readiness for it.

In your middle paragraphs, draw explicit links between your experiences and which elements of the job description each fulfills. (e.g. My participation in the DataFest competition gives me direct experience in doing data analysis to enhance sales).

Don’t ignore weak or absent skill matches. Explain the closest thing you have done and express a willingness to learn that skill on the job or before it begins (e.g. I have used Gimp photo-editing software, so I am confident I could quickly learn to do similar tasks in Photoshop).

Use exact verbs from the job ad first, then supplement from this list. Avoid using the same verb twice. Use present tense only for current positions.

**SCIENCE RESUME ACTION VERBS**

**Communication Skills**

Addressed Consulted Disseminated Informed Oriented

Advertised Contacted Drafted Interfaced (with) Persuaded

Advocated Contrasted Edited Interested Proposed

Answered Conversed (with) Elicted Interface (with) Publicized

Authored Conveyed Engaged Interviewed Recruited

Briefed Coordinated Enlisted Introduced Quantified

Built (relationships) Corresponded Exhibited Involved Recommended

Canvassed Counseled Explained Listed Reported

Characterized Critiqued Expressed Marketed Responded (to)

Clarified Defended Formulated Mediated Requested

Co-authored Demonstrated Fostered Memorized Responded (to)

Collaborated (relationship) Motivated Networked Responsible

Communicated Detailed Furnished Negotiated Represented

Composed Discussed Incorporated Notified Solicited

Connected Displayed Influenced Notified

**Leadership Skills**

Adapted Designed Formed Inaugurated Opened

Began Developed Formulated (program) Originated

Combined Devised Founded Initiated Piloted

Composed Directed Fundraised Instituted Pioneered

Conceptualized Enacted Generated Integrated Planned

Conducted Established Grew Institution Proposed

Crafted Fabricated Illustrated Invented Revised

Created Fashioned Implemented Launched

Customized Forged Mobilized Set (up)

**Quantitative Skills**

Accounted (for) Assessed Computed Estimated Measured

Adjusted Audited Converted Extrapolated Netted

Allocated Balanced Corrected Forecasted Prepared

Analized Budgeted Decreased Gauged Programmed

Appraised Calculated Depreciated Increased Projected

Ascertained Capitalized (on) Determined Interpolated Quantified

**Helping Skills**

Accelerated Collaborated Encouraged Monitored Represented

Adapted Confirmed Enhanced Nurtured Resolved

Advanced (goal) Contributed Expended Offered Revised

Aided Cooperated Facilitated Performed Safeguarded

Alienated Counseled Familiarized Prepared Secured

Arranged Delivered Fullfilled Prevented Simplified

Assessed Demonstrated Furthered Provided Stabilized

Assured Diagnosed Guided Protected Staffed

Bolstered Educated Helped Referred Sustained

Cared (for) Employed (skills) Incorporated Rehabilitated Strengthened

Coach (ed) Enabled Involved Reinforced Suggested

**Managing Skills**

Acquired Approved Cut (budget, time) Eliminated Handled

Adhered Assigned Decided Executed Managed

Adjusted Authorized Decreased Enforced Met (requirements)

Administrated Balanced Delayed Executed Motivated

Analyzed Chaired Developed Hosted Navigated

Anticipated Contrasted Employed Implemented Obtained

Applied Coordinated Equipped Led Organized

Appointed Coordinated Directed Leveraged Overhauled
SECRET WEAPONS—continued

PLAN YOUR CUSTOMIZED COVER LETTER

Who is the contact receiving your application? (Name, Title, Company Name and Address)
HINT: Instead of “Dear Hiring Manager,” do some internet sleuthing to find the name of the recruiter or department head.

Name or Title of the Internship or Job? (Include Job Number if in the description)

How did you learn of the position? (UMass Career Services, company website, job fair, recruiter)

What is your personal brand that makes you memorable? How are you different from others in your major? (interdisciplinary, experienced, a people-person, ability to learn software quickly, etc.)

HINT: Instead of “Dear Hiring Manager,” do some internet sleuthing to find the name of the recruiter or department head.

What’s Your Best Evidence Match?
List resume entries, experiences, classes; anything that proves and demonstrates your wanted skills:

1.
2.
3.
4.
5.

What Does the Employer Want?
List the skills and qualities in the job description (or deduce the valuable skills for such a position):

1. 
2. 
3. 
4. 
5.

What’s Your Best Evidence Match?
List the skills and qualities in the job description (or deduce the valuable skills for such a position):

1. 
2. 
3. 
4. 
5.

Include all info from the box in your letter setup, greeting and introductory paragraph. Express excitement and passion for the position and your readiness for it.

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Avoid using the same verb twice. Use present tense only for current positions.

Communication Skills
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Advertised Contacted Drafted Interested Persuaded
Advocated Contrasted Edited Interacted (with) Promoted
Answered Conversation (with) Elicited Interviewed Proposed
Authorised (with) Engaged Introduced Publicized
Briefed Coordinated Listed Marketed Quantified
Built (relationships) Exhibited Mediated Transmitted
Canvassed Counselled Explained Listened Urged
Characterized Critiqued Expressied Marketed Questioned
Clarified Defined Formulated Mediated Voiced
Co-authored Defined Formulated Mediated Wrote
Collaborated (relationship) Fostered Memorized Recommended
Communicated Detailed Furnished Negotiated Reported
Communicated (description) Furnished Negotiated Responded (to)
Connected Displayed (description) Furnished Negotiated Solicited

Leadership Skills
Adapted Designed Formed Inaugurated Opened
Begun Developed Formulated (program) Originated
Combined Devised Founded Initiated Piloted
Composed Directed Fundraised Instituted Pioneered
Conceptualized Established Generated Integrated Planned
Conducted Fabricated Grew Introduced Proposed
Crafted Fashioned Illustrated Invented Pursued
Created Forged Implemented Launched Revised
Customized Forged Implemented Mobilized Set (up)

Quantitative Skills
Accounted for Assessed Computed Estimated Netted Reconciled Reduced Tabulated
Adjusted Audited Converted Extrapolated Prepared
Allocated Balanced Correlated Forecasted Programmed
Analyzed Budgeted Decreased Gauged Projected
Appraised Calculated Depreciated Increased Interpolated
Ascertained Capitalized (on) Determined Inferred Quantiﬁed

Helping Skills
Accelerated Collaborated Encouraged Monitored Represented Supplemented Supported
Adapted Comforted Enhanced Nurtured Resolved Supplied
Advanced (goal) Comforted Expended Offered Retrieved Supported (with)
Aided Cooperated Facilitated Performed Safeguarded Treated
Alienated Counseled Familiarized Prepared Secured Treated
Arranged Delivered Fullfilled Prevented Simpliﬁed
Assessed Demonstrated Furthered Provided Stabilized
Assured Diagnosed Guided Provided Staved
Bolstered Educated Helped Referred Strengthened Suggested
Cared for (for) Employed (skills) Incorporated Rehabilitation Tolled
Coached Enabling Interceded Reinforced Urged

Managing Skills
Acquired Approved (budget, time) Elected Managed
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Adapted Authorized Decreased Motivated
Administered Balanced Decreased Navigated
Analyzed Chaired Developed Obtained
Anticipated Contracted Deployed Implemented
Applied Controlled Developed Organized
Appointed Coordinated Directed Overhauled
HEADINGS FOR A CURRICULUM VITAE (CV) IN THE SCIENCES

"Curriculum Vitae" is Latin for "course of life." A CV is a long-form resume that represents your skills and experiences when applying to opportunities in an academic context. Applications to competitive Research Experiences for Undergraduates (REUs) at universities, as well as applications for graduate, medical and professional schools, will often require a CV.

When a CV is requested, it signals that the CV reader will be taking some time to assess your materials, rather than rushing through a stack of resumes. You can include in your CV anything, or even everything, from your professional experience when applying to opportunities in an academic context. Applications to competitive Research Experiences for Undergraduates (REUs) at universities, as well as applications for graduate, medical and professional schools, will often require a CV.

Below are some sample headings for CVs in the sciences, as suggested by the National Institute of Health (NIH). The CV sections below are most relevant to graduate students. As an undergraduate, you may not yet have publications, but you have had other experiences, like presentations and projects.

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| Teaching Skills       | Adapted     | Conducted | Educated | Graded | Installed | Instructed | Taught |
|                      | Advised     | Coordinated | Evaluated | Guided | Mentored | Tested | Tuition |
|                      | Assessed    | Corrected  | Explained | Illustrated | Motivated | Transmitted | Tuition |
|                      | Coached     | Critiqued  | Facilitated | Individualized | Persuaded | Tutors | Tuition |
|                      | Communicated | Developed | Focused | Inform | Researched | Summarized | Tuition |

| Research Skills       | Analyzed | Defined | Formulated | Observed | Researched | Substituted | Tuition |
|                      | Assessed | Delivered | Gathered | Performed | Resolved | Summarized | Tuition |
|                      | Prepared | Developed | Hypothesized | Performed | Researched | Summarized | Tuition |
|                      | Assessed | Designed | Hypothesized | Performed | Researched | Summarized | Tuition |
|                      | Benchmarked | Designed | Identified | Performed | Researched | Summarized | Tuition |
|                      | Checked    | Detected | Infected | Performed | Researched | Summarized | Tuition |
|                      | Collected  | Devised | Inspected | Prescripted | Researched | Summarized | Tuition |
|                      | Collected  | Designed | Inspected | Prescripted | Researched | Summarized | Tuition |
|                      | Compared   | Diagnosed | Interpreted | Proposed | Sampled | Tested | Tuition |
|                      | Conducted  | Documented | Interpreted | Proposed | Sampled | Tested | Tuition |
|                      | Conducted  | Documented | Interpreted | Proposed | Sampled | Tested | Tuition |
|                      | Completed  | Documented | Reviewed | Researched | Simplified | Troubleshoot | Tuition |
|                      | Considered | Evaluated | Quantified | Quantified | Researched | Simplified | Troubleshoot |
|                      | Controlled (for) | Examined | Ranked | Researched | Simplified | Troubleshoot | Tuition |
|                      | Correlated | Experimented | Recorded | Researched | Simplified | Troubleshoot | Tuition |
|                      | Corroborated | Explored | Manipulated | Revised (process) | Researched | Simplified | Troubleshoot |
|                      | Critiqued  | Extrapolated | Measured | Replicated | Standardized | Researched | Tuition |
|                      | Critiqued  | Focused | Measured | Replicated | Standardized | Researched | Tuition |
|                      | Deduced    | Formulated | Modified | Reproduced | Substantiated | Researched | Tuition |

| Technical Skills      | Activated | Captured | Developed | Engineered | Induced | Operated | Overhead |
|                      | Actuated  | Checked | Decibled | Evaporated | Inspected | Overhead | Performed |
|                      | Altered   | Classified | Defined | Exchanged | Isolated | Performed | Permeated |
|                      | Amplified | Cleared | Designed | Exposed | Isolated | Performed | Permeated |
|                      | Approximated | Coded | Detected | Fabricated | Labelled | Performed | Permeated |
|                      | Articulated | Coded | Defined | Fine-tuned | Liquefied | Performed | Permeated |
|                      | Assisted   | Combined | Developed | Gassed | Manufactured | Prepared | Performed |
|                      | Augmented  | Concentrated | Differentiated | Gasified | Mapped | Prepared | Performed |
|                      | Automated | Controlled | Dispersed | Gazaed | Matched | Prepared | Performed |
|                      | Benchmarked | Conserved | Dissected | Generated | Measured | Prepared | Performed |
|                      | Blocked    | Converted | Distributed | Illuminated | Mounted | Prepared | Performed |
|                      | Built      | Corrected | Duplicated | Immobilized | Mounted | Prepared | Performed |
|                      | Calibrated | Crystalized | Eliminated | Implemented | Neutralized | Prepared | Performed |
Cindy Aptic
123 College Lane, Amherst, MA 01002
413-555-7890  captic@umass.edu

EDUCATION:
UNIVERSITY OF MASSACHUSETTS AMHERST  Spring 2022
Bachelor of Science  Major: Psychology  Minor: Communication  GPA 3.1  Certificate in Film Studies

UNIVERSIDAD DE LOS ANDES, Bogota, Colombia  Spring 2018

RELEVANT COURSES:
Introduction to Human Behavior, Psychology Research Methods, Art of Communication, Psychology of Sound, How to Sell an Idea

RELEVANT EXPERIENCE:
CRAIG’S DOORS, Amherst, MA
June 18 – Aug 18 Volunteer Lodging Coordinator and Services Navigator
• Greet and qualify homeless individuals and provide bedding
• Communicate with clients and direct them to social and community support services appropriate to their needs

AMHERST CHAMBER OF COMMERCE, Amherst, MA
June 17 – Aug 17 Public Relations Intern
• Secure dates, locations, guest speakers, sponsors for Chamber of Commerce events
• Organize and distribute press releases, invitations, and C of C literature to public

ADDITIONAL EXPERIENCE:
STORM ADVERTISING, Amherst, MA
Sept 18 – Present
• Perform all initial copywriting, handle press releases, proofread business letters
• Produce digital images for various accounts
• Research and organize portfolios on copywriting business

DAILY TIMES CHRONICLE NEWSPAPER, Woburn, MA
June 16 – Aug 16 Writer
• Wrote weekly articles and senior profiles for paper with daily circulation of 850,000
• Responsible for putting together the layout for the newspaper to go to print

COMPUTER SKILLS:
Microsoft Excel, PowerPoint, Word, Publisher, HTML5, CSS3, Quatrrix, Adobe Photoshop, Final Cut Pro

ACTIVITIES:
Writer for University of Massachusetts Amherst Daily Collegian
Volunteer for Amherst Town Information Booth

REFERENCES AVAILABLE UPON REQUEST
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ACTIVITIES: Writer for University of Massachusetts Amherst Daily Collegian Volunteer for Amherst Town Information Booth

REFERENCES AVAILABLE UPON REQUEST
Fawn Dayshan
508.776.2911 – fdayshan@umass.edu

Education
Bachelor of Science – University of Massachusetts Amherst
Building Materials and Wood Technology – GPA: 3.89
Dean’s List every semester

Supervisory Experience
Brooks Landscaping, Sagamore Beach, MA
May ’18 – Aug ’18
Assistant Manager and Landscaper
• Delegated assignments to crewman and problem solved issues
• Organized and developed work schedule
• Provided customer service reliably and efficiently
• Oversaw finances accurately

Habitat for Humanity (Volunteer), throughout Cape Cod, MA
May ’17 – Aug ’17
Site Supervisor
• Supervised work crew of seven
• Instructed laborers in most aspects of woodworking

Licenses and Certificates
Hunter Safety and Education Course
Firearms Identification Card
Barbizon School of Modeling (Public Speaking and Personal Presentation)

Awards and Scholarships
UMass Alumni Scholarship
Nye Grant Scholarship

Memberships and Affiliations
Association of General Contractors (AGC)
Forest Product Society (FPS)

Additional Strengths
• Laboratory and Fire Safety Training (Fall 2016)
MIKE KROSCOPIC
556-557-5567 • mkroscopic@umass.edu
8 Greenhills Road, Harwich, MA 01879

EDUCATION
University of Massachusetts Amherst, MA (May 2019)
Bachelor of Science in Biochemistry
Commonwealth Honors College • GPA: 3.8/4.0
University Scholars and Commonwealth College Scholarships
- Relevant Courses: Biochemistry, Physical Chemistry, Organic Chemistry, Cellular and Molecular Biology, Genetics

LABORATORY SKILLS
- Primer Creation (Primer3 website)
- SDS-page gel
- Cell culture and plate development
- Kinetic analysis of enzymes and inhibitors

SOFTWARE SKILLS
- ChemDraw, MatLab, ImageJ, R, Python, JMol,
- Adobe Photoshop CS5, image editing, animating, and web design, including HTML and CSS
- Microsoft Office including Excel, Powerpoint, and Word

RELEVANT EXPERIENCE
Research Assistant (Fall 2017 – Present)
Hiram Genomics Initiative, University of Massachusetts Amherst
- Construct partial genetic map for genome of nitrogen fixing A. vinelandii
- Determined role of several enzymes in metabolism of soil bacterium and plant pathogen A. tumefaciens
- Developed mutants for two malate dehydrogenase genes in A. tumefaciens
- Performing growth curves to determine purpose of four mutants in A. tumefaciens for malate dehydrogenase

Teaching Assistant (Spring 2017)
Organic Chemistry Course, University of Massachusetts Amherst
- Monitor students’ laboratory activities
- Assist students with learning laboratory techniques
- Provide out of class aid to students having difficulties with content
- Inspect lab notebooks for proper scientific format

Lab Student (Fall 2016)
Molecular & Cellular Course, University of Massachusetts Amherst
- Generated gene disruption mutations in agrobacterium tumefaciens and examined phenotype
- Examined biochemical pathways of agrobacterium tumefaciens using bioinformatics tools

CAMPUS INVOLVEMENT
Biochemistry Club, Member (Fall 2015 – Present)
- Organize guest speakers to present on current trends in the field and career options
- Plan and facilitate field trips to biotech companies

ADDITIONAL STRENGTHS
- Laboratory and Fire Safety Training (Fall 2016)

Fawn Dayshan
508.776.2911 – fdayshan@umass.edu
www.linkedin.com/in/fawndayshan

Education
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Memberships and Affiliations
- Association of General Contractors (AGC)
- Forest Product Society (FPS)

Awards and Scholarships
- UMass Alumni Scholarship ‘17, ‘18
- Nye Grant Scholarship ‘17
P. LING BARK       www.linkedin.com/in/pbark
18 Henry Street, Apt. 2       (413) 333-333
Sunderland, MA 01545       pbark@gmail.com

EDUCATION
Bachelor of Science in Plant and Soil Sciences, University of Massachusetts Amherst
GPA 3.0 (May 2019)

TECHNICAL SKILLS
- Efficiently conduct independent or group laboratory research, perform statistical analysis of data and present results
- Execute sterile techniques, tissue culture, ELISA
- Use basic microbiology techniques: bacterial cell culture growth, storage and maintenance
- Kodak’s 1D Image Analysis Software, Windows XP, Microsoft Word, Excel, PowerPoint

EXPERIENCE
Research Assistant, Department of Plant and Soil Sciences, UMass Amherst (June 2017 to Present)
- Using differential display technique identified ethylene responsive genes involved in process of flowering. Three of these genes submitted to GenBank. Extensive sequence analysis revealed association with carbohydrates transporters, suggesting role in long distance signaling in plants. Differential expression of cloned genes was confirmed using Reverse Northern blotting, while temporal expression was determined using quantitative PCR.
- Member of research team investigating marker-assisted breeding of American chestnut, funded by American Chestnut Foundation. Worked collaboratively with team members to reach results.

Teaching Assistant for Biotechnology class, Microbiology Dept., UMass Amherst (Spring 2018)
- Aided in curriculum development, met with students during office hours to ensure understanding of material, set up and cleaned up laboratory equipment.

Tutor for Natural Sciences, Disabilities Support Services, UMass Amherst (Fall 2017, Spring 2018)
- Monitored student progress, worked on organization skills, time management, and scientific content.

HONORS AND AWARDS
- Certificate of Appreciation, The Eastern Alliance, for commitment and dedication in mentoring students in the Summer Program for Undergraduate Research
- Ralphine McGill-Coons Memorial Scholarship for local student in science

LANGUAGES
Fluent in English and French

Chi Square
Amherst, MA 01002 • csquare@umass.edu • 617-555-5555 • linkedin.com/in/chisquare

RESEARCH, PROGRAMMING, & DATA ANALYSIS
A dedicated UMass graduate in Mathematics, with experience in research, programming, and data analysis who is looking to secure a position in the engineering field. An analytical thinker and strategic planner who gathers, tracks, evaluates, and reports data to determine patterns and forecast future trends utilizing industry protocols and standard procedures to ensure accuracy and reliability. An articulate and respected professional who works both independently and as part of a team to successfully execute projects and advance organizational objectives.

Areas of Expertise
- Statistical Procedures
- Mathematical Formulation
- Programming & Testing

EXPERIENCE HIGHLIGHTS
UNIVERSITY OF MASSACHUSETTS AMHERST PHYSICS LAB, Physics Researcher, Amherst, MA, 2017-2018
Analyzed data using statistical formulas and compiled charts, reports, and graphs to describe findings with Rmarkdown.
Select Accomplishments:
- Optimized findings by gathering requirements, organizing data, maintaining standardized protocols to increase accuracy and reliability.

DETERMINISTIC OPERATION RESEARCH OPTIMIZATION MODELING INDEPENDENT PROJECT, Amherst, MA, 2017
Tested and analyzed data for the prices of various products and applied R to draw regression lines of products to prices.
Select Accomplishments:
- Realized maximum revenue for the company by building App Inventor.

FINANCIAL INDEPENDENT PROJECT, Amherst, MA, 2016
Conducted financial research of stocks by gathering data through survey extraction and analyzing financial, statistical, and operational data trends.
Select Accomplishments:
- Presented findings and forecasted future trends based on collected data.

R INDEPENDENT PROJECT, Amherst, MA, 2016
Gathered historical temperature data during fall and winter to create 3D graphs to track trends using ggplot2.
Select Accomplishments:
- Accurately estimated future data by applying the predictive function of R.

EDUCATION & SKILLS
Bachelor of Science, Mathematics & Statistics, University of Massachusetts Amherst (GPA 3.2), 2018
Skills: Rmarkdown, Java, ggplot2, SQL, LaTeX, MIT App Inventor

Example Font: Tahoma, Size 10.5
Example Font: Myriad Pro, Size 10.5
P. LING BARK  
www.linkedin.com/in/pbark
18 Henry Street, Apt. 2  (413) 333-333
Sunderland, MA 01545                      pbark@gmail.com

EDUCATION
Bachelor of Science in Plant and Soil Sciences, University of Massachusetts Amherst  
GPA 3.0 (May 2019)

TECHNICAL SKILLS
• Efficiently conduct independent or group laboratory research, perform statistical analysis of data and present results
• Execute sterile techniques, tissue culture, ELISA
• Use basic microbiology techniques: bacterial cell culture growth, storage and maintenance
• Kodak’s 1D Image Analysis Software, Windows XP, Microsoft Word, Excel, PowerPoint

EXPERIENCE
Research Assistant, Department of Plant and Soil Sciences, UMass Amherst (June 2017 to Present)  
• Using differential display technique identified ethylene responsive genes involved in process of flowering. Three of these genes submitted to GenBank. Extensive sequence analysis reviled using Reverse Northern blotting, while temporal expression was determined using quantitative PCR.
• Member of research team investigating marker-assisted breeding of American chestnut, funded by American Chestnut Foundation. Worked collaboratively with team members to reach results.

Teaching Assistant for Biotechnology class, Microbiology Dept., UMass Amherst (Spring 2018)  
• Aided in curriculum development, met with students during office hours to ensure understanding of material, set up and cleaned up laboratory equipment.

Tutor for Natural Sciences, Disabilities Support Services, UMass Amherst (Fall 2017, Spring 2018)  
• Monitored student progress, worked on organization skills, time management, and scientific content.

HONORS AND AWARDS
• Certificate of Appreciation, The Eastern Alliance, for commitment and dedication in mentoring students in the Summer Program for Undergraduate Research
• Ralphine McGill-Coons Memorial Scholarship for local student in science

LANGUAGES
Fluent in English and French

Chi Square
Amherst, MA 01002  •  csquare@umass.edu  •  617-555-5555  •  linkedin.com/in/chisquare

RESEARCH, PROGRAMMING, & DATA ANALYSIS
A dedicated UMass graduate in Mathematics, with experience in research, programming, and data analysis who is looking to secure a position in the engineering field. An analytical thinker and strategic planner who gathers, tracks, evaluates, and reports data to determine patterns and forecast future trends utilizing industry protocols and standard procedures to ensure accuracy and reliability. An articulate and respected professional who works both independently and as part of a team to successfully execute projects and advance organizational objectives.

Areas of Expertise
• Statistical Procedures
• Laboratory Processes
• Requirements Gathering
• Reporting & Graphs
• Predictive Modeling
• Troubleshooting
• Team Leadership
• Articulate Communication

EXPERIENCE HIGHLIGHTS
UNIVERSITY OF MASSACHUSETTS AMHERST PHYSICS LAB, Physics Researcher, Amherst, MA, 2017-2018  
Analyzed data using statistical formulas and compiled charts, reports, and graphs to describe findings with Rmarkdown.
Select Accomplishments:
• Optimized findings by gathering requirements, organizing data, maintaining standardized protocols to increase accuracy and reliability.

DETERMINISTIC OPERATION RESEARCH OPTIMIZATION MODELING INDEPENDENT PROJECT, Amherst, MA, 2017  
Tested and analyzed data for the prices of various products and applied R to draw regression lines of products to prices.
Select Accomplishments:
• Realized maximum revenue for the company by building App Inventor.

FINANCIAL INDEPENDENT PROJECT, Amherst, MA, 2016  
Conducted financial research of stocks by gathering data through survey extraction and analyzing financial, statistical, and operational data trends.
Select Accomplishments:
• Presented findings and forecasted future trends based on collected data.

R INDEPENDENT PROJECT, Amherst, MA, 2016  
Gathered historical temperature data during fall and winter to create 3D graphs to track trends using ggplot2.
Select Accomplishments:
• Accurately estimated future data by applying the predictive function of R.

EDUCATION & SKILLS
Bachelor of Science, Mathematics & Statistics, University of Massachusetts Amherst (GPA 3.2), 2018


Skills: Rmarkdown, Java, ggplot2, SQL, LaTex, MIT App Inventor
It Really Does Matter Who You Know

Today, 80% of those hired say that networking was involved in their application process. Networking is about making connections, usually by freely exchanging information between you and a person in your field of interest. To network is to consciously set a goal of introducing yourself to people. Driven by a desire to learn more about your field, and the people and companies in it, you make a decision to be outgoing. For some this takes some practice and adjustment. It can also mark the difference between people who successfully find opportunity and people who passively wait for opportunity to (maybe) find them.

Yes, It’s Awkward…

If you’ve been fishing before, you know that the worst part about fishing is when you have to touch the scaly slimy fish with your hands. Touching a hooked fish is never pleasant. Nobody wants to do that. Despite this, humans have fished themselves through fishing for thousands of years. Awkward and unpleasant does not mean off-limits or impossible.

Networking, by starting a conversation with someone you don’t know, is awkward by nature. But that’s all it is. It isn’t a stopper unless you get in your own way and make it a stopper. Networking is something you can do, and should do, particularly if you want the rewards that come from it.

Yes, It’s Normal…

The professional world has been churning for some time now, and many people have either reached out to meet someone, or have had someone reach out to them with a request for advice. In professional circles, meeting a stranger in your field is more normal than it may be in your current social circles. When you reach out to someone, the worst-case scenario is being ignored. So there really is no significant downside, & lots of potential upside.

It’s natural to feel shy or out-of-place at a networking event. It helps to remember that most everyone else there is in the same boat as you, even if they seem more practiced at first. Being prepared with some key information about yourself can help you to feel more confident. Use Develop Your 30-Second Elevator Pitch (pages 38-40) as a brief and informative introduction of your professional self. Some sample pitches are included below. Also consider How to Stand Out With Your Personal Brand (page 38). You should decide in advance what 3 words you would like people to easily associate with you after meeting you. Your personal brand will help to distinguish you from others in your major who may be applying to similar positions.

After you offer an introduction, someone may ask you a question or offer a tip such as “do you know about this company?” Alternately, you can ask them about their job or professional interest. Ask follow-up questions about what they do, what their typical day on the job looks like for them, or what long they have been in the field, or what they wish they had known in college before graduating that would have better prepared them for their career. Continue the conversation by offering a summary of your most recent or current school projects or internships, or talk about a course that particularly interests you. The stories you tell can demonstrate your skills in leadership, initiative, communication, teamwork, problem-solving, and more. Your passion and enthusiasm are also on display when you speak freely about things you love.

Show a genuine interest in hearing from others and don’t hesitate to offer any relevant knowledge you may have up front. “Do you know so-and-so who works in that area?” By offering your help, you become someone others want to talk to and see as generous and helpful to others, which should encourage others to help you in return when they can. A good networking introduction today can yield a successful job offer or an introduction to a key player, anytime from right now to several years down the road. The CNS Career Center, and Central Career Services, each offer workshops to provide you with networking practice in advance of big events like career fairs.

Who Should Be in My Professional Network?
Possibly everyone you meet, but you must make a concerted effort to go beyond your friends. Others to consider include recent contacting students who visited your campus to give information sessions or attend career fairs (check www.umass.edu/careers/career-services-calendar), faculty and staff, co-workers at an internship or lab, fellow students in your major or a related major, graduate students, research and teaching assistants, and people you meet at professional conferences. Your family, friends, neighbors and acquaintances are all possible sources of information, and can potentially carry your information forward to someone of consequence.

What Do I Say When I’m Networking?

It’s natural to feel shy or out-of-place at a networking event. It helps to remember that most everyone else there is in the same boat as you, even if they seem more practiced at first. Being prepared with some key information about yourself can help you to feel more confident. Use Develop Your 30-Second Elevator Pitch (pages 38-40) as a brief and informative introduction of your professional self. Some sample pitches are included below. Also consider How to Stand Out With Your Personal Brand (page 38). You should decide in advance what 3 words you would like people to easily associate with you after meeting you. Your personal brand will help to distinguish you from others in your major who may be applying to similar positions.

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**EDUCATION**

Bachelor of Science Major: Animal Science  
University of Massachusetts Amherst, MA  
Artificial Insensation Certificate  
ABS Global Management School Amherst, MA  
Associate of Science Major: Natural Resources and Technology  
Mount Wachusett Community College Gardner, MA  
Bachelor of Science Major: Animal Science  
University of Massachusetts Amherst, MA  

**RELEVANT COURSES**

- Animal Management
- Animal Diseases
- Animal Husbandry: hoof clipping, de-wormer injections, basic grooming, physical examinations, oral supplements, bottle feeding for young animals, basic nutrition, harnessing and restraining of animals.
- Lab Experience: centrifuge use, water pH reading, microscope use, bacterial swabbing, incubator use, and basic lab safety training.
- Computer Experience: Microsoft Word, Excel, and PowerPoint.

**SKILLS**

- Animal Husbandry: hoof clipping, de-wormer injections, basic grooming, physical examinations, oral supplements, bottle feeding for young animals, basic nutrition, harnessing and restraining of animals.
- Lab Experience: centrifuge use, water pH reading, microscope use, bacterial swabbing, incubator use, and basic lab safety training.
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**RELEVANT WORK EXPERIENCE**

- Overlook Farm Rutland, MA  
  Caretaker of horses at a family owned stable. Cleaner of stalls and paddock as well as feeding out hay and grain and upkeep of the farm.
- UMASS Hadley Livestock Farm Hadley, MA  
  Fed and cared for sheep and goats at school barn. Cleaning of stalls and barn as well as maintenance to animals such as: Hoof clipping, bottle feeding, and supplementing vitamins.
- UMASS Amherst Zebra Fish Lab Amherst, MA  
  Caretaker of zebra fish for ongoing spinal cord study. Feeding fish, cleaning tanks, water pH reading, and upkeep of lab.
- Horse Stall Cleaner Groton, MA  
  Caretaker of horses at a family owned stable. Cleaner of stalls and paddock as well as feeding out hay and grain and upkeep of the farm.

**COMMUNITY SERVICE / VOLUNTEER ACTIVITIES**

- Heifer Project International  
  Care and feeding of farm animals.  
  Summer 2015
- NEADS  
  Care and feeding of dogs.  
  Summer 2014

**RECOGNITION**

- Outstanding Young American Award, Civics Day, Fitchburg, MA  
  Spring 2016

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**Sample Resume: Recent Graduate in Veterinary & Animal Sciences**

December 2015  
ABS Global Management School Amherst, MA

- Caretaker of horses at a family owned stable. Cleaner of stalls and paddock as well as feeding out hay and grain and upkeep of the farm.
- Fed and cared for sheep and goats at school barn. Cleaning of stalls and barn as well as maintenance to animals such as: Hoof clipping, bottle feeding, and supplementing vitamins.
- Caretaker of zebra fish for ongoing spinal cord study. Feeding fish, cleaning tanks, water pH reading, and upkeep of lab.
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**SKILLS**

- Animal Husbandry: hoof clipping, de-wormer injections, basic grooming, physical examinations, oral supplements, bottle feeding for young animals, basic nutrition, harnessing and restraining of animals.
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If you’ve been fishing before, you know that the worst part about fishing is when you have to touch the scaly slimy fish with your hands. Touching a hooked fish is never pleasant. Nobody wants to do that. Despite this, humans have fed themselves through fishing for thousands of years. Awkward and unpleasant does not mean off-limits or impossible.

Networking, by starting a conversation with someone you don’t know, is awkward by nature. But that’s all it is. It isn’t a stopper unless you get in your own way and make it a stopper. Networking is something you can do, and should do, particularly if you want the rewards that come from it.

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**Who Should Be in My Professional Network?**

Potentially everyone you meet, but you must make a concerted effort to go beyond your friends. Others to consider include recruiters visiting your campus to give info sessions or attend career fairs (check www.umass.edu/careers/career-services-calendar), faculty and staff, co-workers at an internship or lab, fellow students in your major or a related major, graduate students, research and teaching assistants, and people you meet at professional conferences. Your family, friends, neighbors and acquaintances are all possible sources of information, and can potentially carry your information forward to someone of consequence.

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**What Do I Say When I’m Networking?**

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WHERE AND HOW

SHOULD I NETWORK ONLINE?

Connect to over 170,000 of our alumni who are on LinkedIn: https://www.linkedin.com/school/4508/alumni

Introduce yourself as a student in the same major/department that they were in at UMass. Asking them to answer some questions about their job puts them in the position of being an authority. Alumni are flattered by the chance to assist students up the ladder of success.

Also see Advanced LinkedIn Tips (page 32) for how to Join Groups focused on your area or occupation of interest. This lets you connect with (for example) marine conservation biologists from around the country and the globe. Joining a group lets you see the profiles of all other members, as well as who you may know in common. LinkedIn groups often have their own jobs tab as well, which would feature job opportunities specific to the focus area of the group.

The UMass Amherst Alumni Advisor Network consists of UMass alumni who have specifically asked to help students with career advice. Access this tool at www.umassalumni.firsthand.co/ and browse the profiles of alumni advisors to choose someone from your field. Then set up a career conversation or resume review via Skype. The service is totally free to UMass Amherst students.

Facebook also offers several groups focused on different UMass majors. The students in these groups tend to be more active networkers and have greater access to information such as career fair or job and internship opportunities. Joining and sharing information with your fellow students helps to create a professional network that may last your entire life. Don’t pass up the opportunity to convert fellow students in your major and classes to members of your (and their) professional networks.

Note that when networking, online or offline, it is better to focus on quality over quantity. If you are a Math major, adding friends who are English majors does not develop your professional network. In fact, it dilutes it. It is better to know 10 people in your area of professional interest, than to know 100 people who aren’t related to your professional interests. If someone asks to connect with you on LinkedIn, and there is no apparent reason for doing so, simply ignore them in favor of developing a focused professional network.

NETWORKING—continued

BUILDING AN EFFECTIVE LINKEDIN PROFILE

IN 10 STEPS

STARTING TIP: Avoid “Add Personal Contacts”

This unfortunate feature scours your address book on your computer or device and sends LinkedIn connection invitations to everyone in your address book. Such invitations are impersonal and not received favorably. Choose who you want to invite to your professional network and do so with a personalized note.

1. Professional Looking Photo

First impressions matter. Dress as you would for an interview or an important day at work. Have someone else take the picture. No Selfies! Be the only one in the picture. Show only your head and shoulders. Avoid using your high school yearbook picture; as that was the “old” you. Think about being professional, likable, and smart. Eye contact and a smile will have positive effects on how viewers will perceive you.

2. Custom Headline

Change this to market your skills as they apply to your future field. Use 10-15 industry-specific key words so that you appear in any search results of those terms, e.g. “Psychology and Brain Science Major; Research Assistant for Sleep Cognition Lab.”

3. Geographic Location & Industry

Browse the full list of industries provided and select your closest future industry. Use popular search terms to describe the industry to which you aspire. These are key filters for recruiters seeking candidates. By zip code, you can target the industry of your closest future industry. Use 10-15 industry-specific key words so that you appear in any search results of those terms.

4. Summary

A paragraph or two describing your personal brand—what distinguishes you from others in your major. Your summary must be dynamic and make recruiters want to read more. Confidently introduce yourself, your skills, your achievements, and your goals, using compelling language and industry key words. Use first person tense here (“I am…”) if you are seeking a job, say so and name the industry. On your page, only the first 2 lines are visible to others, so revise them to contain enough interesting key words that someone will click “See More…” to reveal your full summary.

5. Experience — Both Paid and Unpaid

Include jobs, internships, research with faculty, teaching assistantships, volunteer work, and freelance work. But don’t just paste a resume entry into this space. Instead, think about the job future you want to have. Re-describe your past experience to highlight transferable skills that could apply to a job in your future field. So, if you are aiming to work as a lab assistant, re-describe your summer camp counselor job to emphasize skills such as teamwork, communication and adherence to safety regulations, rather than just arts & crafts, swimming, and soccer. Important: When using the Add Experience box, set and keep the switch at the bottom to “No, don’t update my network.” Your connection doesn’t need to be notified every time you edit your page.

6. Detail, Tone, and Phrasing on LinkedIn

Unlike your resume, LinkedIn gives you room to elaborate with details. How much? Imagine you need your secret twin to cover your job the next day. Explain what you did with that much detail. Your reader knows only what you tell them! Writing in your own professional voice can help readers see you as a human being, not just a resume or list of skills. Communicate the passion you have for what you do. Express what is rewarding, exciting, or challenging about your past and present experience entries. State your on-the-job accomplishments. Use full sentences and first person tense. Short paragraphs are best. Use past tense when describing an experience that has ended. Use current tense when describing an ongoing position.

7. Add Media

Don’t just say it, display it! Upload samples of your writing and research, your PowerPoint slides, links to your lab or internship website, images, videos, and output from data analysis software you’ve used. Most file formats are accepted. Be sure NOT to post confidential or proprietary research data. Do NOT post your resume here as your reader likely came to your page after reading your resume. They want to see more and get a better feel for who you are. See good examples here: http://goo.gl/TYZ2S Items are added to your specific experience entries, so consider which items best illustrate which entries. Get your reader interested in you.

8. Add Student-Friendly Profile Sections

Click the blue bar “Add Profile Section” at the top right of your profile page. Click Accomplishments and add sections as they apply to your academic background. Use these to highlight advanced coursework, projects, honors, awards, language ability, organizational membership (think campus clubs and RSOs), publications, or industry test scores. Showing specific courses can really help if you
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NETWORKING—continued
have limited experience in your future field. In the drop-down menu, under Work Experience, you can add Volunteering, which is the experience that counts. However, if your volunteer experience showcases your best skills for future jobs, you may want to simply include it as an Experience entry to give it proper attention. Unpaid experience absolutely counts.

9. Add Skills & Endorsements First, Google the name of your desired industry and “core competencies.” Then add a Skills section and use the phrases you find to add (truthfully, about 10-2 items. If seeking a research position, you may want to include some lab skills such as PCR. For some majors, it makes sense to list field skills such as GIS, or project estimating. Use the most popular terms, already used on LinkedIn, that someone recruiting for your industry might search. Choose no more than 20 skills. Only your top 3 skills will show unless someone clicks to “See More,” so decide which 3 should be your most visible skills. By going directly to your Skills section and clicking the pencil, you can drag skills up or down in your list, grouping them as makes sense. Your connections can click their agreement to support (endorse) individual skills you list, which adds to your credibility when you claim to have these skills. Encourage your contacts to do this, and they will likely return the favor, or simply ask your connections to get you started with some skill endorsements. Click on a skill to see both people who have it and some jobs it is used in.

10. Get Your Custom URL and Make Your Profile Public

At the top of your main page, just under the blue bar, click “Edit Your Public Profile." This text-only version of your profile, with no added media, is what the public can see without logging in. On the right side, determine what parts of your profile will be visible to the public. Since the point is to promote yourself and become visible, we strongly suggest making your public profile visible to everyone. At the top right of your public profile page, click “Edit Public Profile URL“ and select a custom URL (most people use a version of their name) that is short, easy to remember, and can be added to your resumes, cover letters, email signature, and business cards.

Advanced LinkedIn Tips

Visibility and the LinkedIn-Google Algorithm

Without a professional photo, your profile is unlikely to appear in searches. A robust or “All-Star Profile” with most sections completed is 40 times more likely to be seen on LinkedIn. Google now owns LinkedIn, so a strong LinkedIn profile should appear near the top of search results if you google your full name with quotation marks.

Proofread Mercilessly

Presentation matters. Do not rely on spellcheck. Print and proofread for absolute perfection! Avoid slang or casual language. You are communicating your professional self.

Recommendations

Ask only people who know your work and your skills to write you short recommendations for your profile page. You can ask your boss, intern supervisor, or professors who you have worked with closely. This gives extra credibility to your strengths and skills. You then get to review the recommendation before either posting it on your page, or requesting a slight change from the writer first. You don’t need many, so choose wisely to highlight your strengths.

Join Groups and Follow Companies

At the top, search for groups built around your field (e.g. Biology), or sub-field specialty (e.g. Conservation). Then click “Groups” at the top of your search results. Click on a group name (e.g. Conservation Jobs Talent Network) and “Ask to Join” a group related to your future field. Once admitted to a group, you’ll see posts, discussions, and job opportunities — all related to that group. This is much better than searching Indeed.com. Now, back at the top, click “Companies,” and then click “Follow” on some companies of interest to you for future work. When you log on to LinkedIn, your homepage will show a personalized feed of content posted by the groups and companies you chose to follow.

Participate With Purpose

Don’t connect to everyone you know. Build your professional network with a focus on quality over quantity. Look up those who have contributed to your professional success thus far: students, teachers, employers, internship supervision, etc. Connect with this core group and build outward. Profiles with 50 or more connections become more visible in search results. Tactfully comment on an article posted in a Group you follow. Others in that Group will read it, and may click to see your profile as well. Be a good citizen of your group and participate in ways that encourage people to learn more about you.

Get Introduced to Someone New

Go to the page of someone with whom you want to network. Under the box with their name and photo, LinkedIn will tell you if you and that someone know any people in common. You could then ask a mutual connection to introduce you to that someone. This someone might be a recruiter, a co-worker, a supervisor, or UMass alumus. Read more about this under “Networking” in this Handbook.

Don’t Bother with Premium

LinkedIn will offer you free trials of their premium subscription at the time of signing up. LinkedIn will offer you free trials of their premium subscription 90 days from your major do with their degrees?

When you move to LA, will there be any UMass folks out there?

• Who are the successful alumni doing work similar to yours?
• If applying to a company, are any alumni already working there?
• What do other graduates from your major do with their degrees?

Our alumni are often eager to re-connect with UMass and assist motivated students. By seeking out and including select alumni in your professional network, you can get answers to questions such as...

Finding UMass Amherst Alumni on LinkedIn

It is highly advised to search LinkedIn using your full name. Search for someone with the exact same name, including space and punctuation.

If your name is typical and not unique, use your full name so LinkedIn will offer you free trials of their premium subscription...

You can add keywords here to find alumni in fields or jobs of interest. Use general terms (“researcher”), or specific terms (“genetics counselor”).

Important: The LinkedIn Alumni Tool has limited function on a phone or device. Do this only from a desktop or laptop.

1) At the top, search “UMass Amherst”
2) Then, under the search bar, click “Schools”
3) Click “University of Massachusetts, Amherst” to see our university’s school page
4) In the summary box, click the blue “Follow” button
5) To the left of this button, click “See Alumni”
6) At the bottom of the page, click “See More!” to expand and see full results

UMass Amherst College of Natural Sciences

Morrill II, Room 215

www.cns.umass.edu/careers

You can search the students and alumni of other schools, colleges and universities too.

Without a professional photo, your profile is unlikely to appear in search results if you google your full name with quotation marks.

LinkedIn, so a strong LinkedIn profile should appear near the top of search results. Click here to expand the lists!

• Set the date range here to search for current students, recent graduates or older alumni.

You can add keywords here to find alumni in fields or jobs of interest. Use general terms (“researcher”), or specific terms (“genetics counselor”).

However, it might be better to use the blue bar filters instead. (See next page)
Advanced LinkedIn Tips

Visibility and the LinkedIn-Google Algorithm
Without a professional photo, your profile is unlikely to appear in searches. A robust or “All-Star Profile” with most sections completed is 40 times more likely to be seen on LinkedIn. Google now owns LinkedIn, so a strong LinkedIn profile should appear near the top of search results if you google your full name with quotation marks.

Proofread Mercilessly
Presentation matters. Do not rely on spellcheck. Print and proof-read for absolute perfection! Avoid slang or casual language. You are communicating your professional self.

Recommendations
Ask only people who know your work and your skills to write you short recommendations for your profile page. You can ask your boss, intern supervisor, or professors who you have worked with closely. This gives extra credibility to your strengths and skills. You then get to review the recommendation before either posting it on your page, or requesting a slight change from the writer first. You don’t need many, so choose wisely to highlight your strengths.

Join Groups and Follow Companies
At the top, search for groups built around your field (e.g. Biology), or sub-field specialty (e.g. Conservation). Then click “Groups” at the top of your search results. Click on a group name (e.g. Conservation Jobs Talent Network) and “Join to ask” a group related to your future field. Once admitted to a group, you’ll see posts, discussions, and job opportunities—all related to that group. This is much better than searching Indeed.com. Now, back at the top, click “Companies,” and then click “Follow” on some companies of interest to you for future work. When you log on to LinkedIn, your homepage will show a personalized newsfeed of content posted by the groups and companies you chose to follow.

Participate With Purpose
Don’t connect to everyone you know. Build your professional network with a focus on quality over quantity. Look up those who have contributed to your professional success thus far: students, teachers, employers, internship supervisors, etc. Connect with this core group and build outward. Profiles with 50 or more connections become more visible in search results. tactfully comment on an article posted in a Group you follow. Others in your field will see your thoughts and recommendations. It’s a great way to become visible.

Get Introduced to Someone New
Go to the page of someone with whom you want to network. Under their summary box, click the blue “Follow” button. This text-only version of your profile will be visible to the public. At the top right of your public profile page, click “Edit Public Profile URL” and select a custom URL (most people use a version of their name) that is short, easy to remember, and can be added to your resumes, cover letters, email signature, and business cards.

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Professionally Contacting Alumni on LinkedIn

BEFORE using this handout, be sure that you have read our other handout on how to use the LinkedIn Find Alumni tool.

Use the Find Alumni tool then scroll down to see matching results like this.

If you see this symbol, then you can connect to this alum through a mutual contact in your network.

The "1" indicates how many shared contacts you have. Hover your cursor over this symbol to reveal who they are.

Ask a shared contact to introduce you to this alum with a brief email.

Here you can send Kevin a direct request to connect. But instead…

See if you both share a LinkedIn contact who could introduce you to Kevin. See Step #2

Remember to clear filters here to increase your number of results.

This shows if you know anyone in the results directly (1st Connections), or if you could be introduced through a mutual colleague (2nd Connections).

Here is the alum’s Year of Graduation from UMass Amherst.

Here you can send Kevin a direct request to connect. But instead...

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Click anywhere in this box to view their full profile. Note: A person’s privacy settings might prevent you from viewing their full profile.

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Example: If you want to be introduced to our Chancellor, search his name and go to his full profile page. If you know any people in common, you will see them in Mutual Connections at the lower left of Kumble’s summary box.

Go to that person’s profile and make your request by composing a personalized and professional message.

Click Mutual Connections to see all contacts you and he share, and choose the best person who can introduce you.
Finding UMass Amherst Alumni on LinkedIn

Of UMass alumni, from 1960 to the present, who are living in Boston, working at Pilgrim, and doing Research, there are 33.

Top 5 Employers of UMass Alumni who live in the Greater Boston Area

Of the 33 alumni above, who studied Biochemistry and have immunology skills, there are exactly 3.

Scroll down to See their profiles.

Click here to expand the lists!

Click the blue bin to narrow and expand your search.

Remember to clear filters here to increase your number of results.

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When and Why Should I Go to a Career Fair?

Most career fairs are open to any student with an interest in going. They are a great way for First Years, Sophomores and Juniors to learn about internship possibilities. For Seniors seeking a job after graduation these events are an important way to take advantage of the relationship between UMass and employers that come to our fairs every year. Not attending a fair until you are a senior puts you at a disadvantage to those students that have practiced by attending at least one fair per year. Attending a fair will show you that the casual students you see in your daily campus life also have a professional side to them.

Get Prepared in Advance of the Fair

• Update your resume and have it reviewed at the CNS Career Center, by appointment or during our walk-in hours.
• Be able to state what kind of work you are seeking (e.g. an internship in marine science; a lab experience in drug development).
• Develop Your 30-Second Elevator Pitch (pages 39-40).
• Buy/find/wash/iron/prepare your interview attire, trying it on to make sure it still fits well.
• Click through the event link on the Career Services calendar to see a list of employers, and the majors they are each seeking; decide on just a few companies you’ll want to focus on, and then research those companies online so you can sound informed.
• Consider creating differently customized resumes with different emphases for different kinds of companies (e.g. one for neuroscience research, one for direct human services).

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• Buy/find/wash/iron/prepare your interview attire, trying it on to make sure it still fits well. (See local sources for affordable professional clothes on page 50.)
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• Consider creating differently customized resumes with different emphases for different kinds of companies (e.g. one for neuroscience research, one for direct human services).

On the Day of the Fair

• After a good night’s sleep, shower, and dress as you would for an interview.
• Come early as recruiters are often tired and worn out by late in the day.
• Review your research on companies so that you are ready to ask informed questions, not questions that could be answered by reading the company website.
• Travel light, and stow your coat and bags in the coatroom before starting.
• Find a map of employer booths at the registration table for the fair and plan your route.
• Split up from your friends and work the fair as your professional individual self.
• Don’t start with your favorite companies; let yourself warm up and practice your pitch on some companies you are less interested in.
• While in line for an employer’s table, watch how others interact with the recruiter; notice what makes other students seem more (or less) competent.
• Great the recruiter with a strong handshake, natural smile, and a positive attitude. Be prepared to tell them the kind of work you are seeking and whether it is a job or internship—information that is likely in your elevator pitch!
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• Click through the event link on the Career Services calendar to see a list of employers, and the majors they are each seeking; decide on just a few companies you'll want to focus on, and then research those companies online so you can sound informed.
• Consider creating differently customized resumes with different emphases for different kinds of companies (e.g. one for neuroscience research, one for direct human services).
• Print 20-30 resumes and carry them in a stiff pocket folder that will keep them unwrinkled; buying resume paper is a nice touch, but your ability to describe your skills and experience, both verbally and in print, are far more important.

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• While in line for an employer's table, watch how others interact with the recruiter; notice what makes other students seem more (or less) competent.
• Greet the recruiter with a strong handshake, natural smile, and a positive attitude. Be prepared to tell them the kind of work you are seeking and whether it is a job or internship—information that is likely in your elevator pitch!
Keep your interactions brief and follow the recruiter’s lead on when to complete the conversation. If seeking to be hired for a job or internship, ask what the next step is in the process.

Offer the recruiter your resume, and ask for their business card and any other information about the company. jot down some notes on the card to help you remember the interaction and to later personalize your thank you notes. Store company information bundles in your pocket folder— paperclips can help!

Recruiters Reveal the Biggest Mistakes Students Make at a Career Fair

- Expecting to land a job that day (most recruiters don’t hire but they can recommend)
- Coming in everyday clothes or just after sports practice
- Winging it without doing advance research of the companies
- Asking questions that can be answered by reading the company website
- Asking what kind of work is available instead of stating the work they are seeking
- Inability to clearly state one’s name, major and interests
- Appearing disorganized, either physically, mentally, or on paper
- Waiting until the end of a fair when everyone is worn out

Know that recruiters receive a lot of email and may not have the time to respond to everyone. However, they will appreciate a thank you note that gives them a second chance to think about you and your personal brand in a positive light.

Follow Up After the Fair

- If you were asked to complete an online application, do so by the end of the following day. Recruiters will often flag an online application for special consideration if they know they have talked to that person at the career fair, but they can’t do that if you don’t apply on your own through the company website.
- Send a thank you note to every recruiter you spoke to at the fair, using their business cards and your own written notes to personalize your thank you and to strategically remind them of who you are, what you talked about, and what you are hoping to do. This can be done by email, but if you are able to snail mail a handwritten note it will very strongly indicate your interest when everyone else is sending quick emails.

HOW TO STAND OUT WITH YOUR PERSONAL BRAND

Successful marketing of a product involves branding—the consistent communication of a few key words that help people to remember the marketed identity of that product. In your mind, Coca-Cola’s brand likely consists of “cold refreshment,” “America.” The next time you see the Coke logo these ideas you have about Coke will be reinforced. Each time that is happens, you become less likely to think of the sugar content of Coca-Cola and the impact it has on your teeth. Successful branding gives you a way to think positively about a product (or person) you know.

Jeff Bezos, CEO of Amazon, says “Your personal brand is what people say about you after you leave the room.” That is true, but it is also your goal to intentionally shape how people will think and talk about you. Take an active role in how you present yourself professionally, and do not allow your brand to be shaped only by others.

A personal brand is a conscious choice about how you want others to think about you, followed by a communication campaign to ensure that result. Since you are marketing your professional self to employers, internship programs and faculty labs, the key words you want to invoke are likely about skills you have that distinguish you as an individual. What makes you different from others in your major?

For some, our personal brand is about our specialty within the field. Perhaps you have become an expert on a specific protein, or a rare breed of lizard. Some of you can be distinguished from others in your major by demonstrating that you hold skills across disciplines. Do you have a second major, a minor, an expertise, an interest, a hobby, or a talent in an area outside of your major? Your ability to stand out is crucial to getting a resume selected for the interview stage. For some of us, our personal brand is a hard-wired trait, such as being good with people, or preferring to work alone.

Examine yourself for the traits that make you. Then own those quirks, and communicate them as positives. That is, if you are shy, first own that shyness, and then show people how good you are at getting results when you work independently. This is a positive way to spin something that you may have felt was an negative feature of yourself. In marketing, there are no negatives. There are only positives. You are who you are. With some thought, you can find a way to communicate what makes you special, and to show how that makes you valuable. Once decided upon, your personal brand should be conveyed consistently in your resumes, cover letters, elevator pitch introductions, and interviews.

Develop Your 30-Second Elevator Pitch Introduction

It is recommended that you type these four lines. This will be easier to read and easier to edit.

One day, you are lucky enough to get in an elevator with the CEO of your dream employer. You have that CEO as your captive audience for the next 30 seconds. Will you stumble through a clumsy introduction? Or will you confidently present an advertisement so compelling that you are positively remembered? The difference is made by preparing in advance.

An “elevator pitch” is a 30-second spoken statement about you, in your own authentic voice. It is your statement of your own professional identity, and what you do or hope to do. It is a well-prepared answer to the questions “Tell me a little bit about yourself?” or “So, what do you do?”

Who you are:

(Tip: Use your actual job title or a descriptive term for your occupation/skills. Move from the general to the specific.) For example: “I am a graduate student specializing in the food sciences,” or “I am a Research Assistant on a project investigating energy-efficient building materials.”

What contributions are you hoping to make:

(Tip: Write a sentence that describes your best skills and/or strengths, and sets you apart from others with your same degree. Provide a concrete example if possible). For example: “My sales quota consistently exceeds that of my peers,” or “My experience speaking to large groups allows me to…”

What are you doing:

(Tip: Write a single sentence that describes what you do so the other person can visualize a picture of you doing it). For example: “I work with…” or “My responsibilities include…”

Who you are:

(Tip: Write a sentence that expresses your best skills and/or strengths, and sets you apart from others with your same degree. Provide a concrete example if possible). For example: “My sales quota consistently exceeds that of my peers,” or “My experience speaking to large groups allows me to…”

Sample 30-Second Elevator Pitch

I’m Jalala Muhammad and I’m a junior in the UMass Natural Resources Conservation major, with a minor in Political Science. My current internship, preparing and filing briefs for an environmental attorney, has solidified my belief that saving the environment is better done in local courts than in national parks. Previous hands-on field experience in Yosemite gives my work in the legal arena enhanced credibility, and I believe that my growing knowledge of court process makes me a more effective defender of wildlife. I am applying to this internship because I believe that my interdisciplinary knowledge and skills will serve Senator Sanders well in his quest to pass legislation regulating commercial uses of Lake Champlain.

Jalala’s personal brand: Active defender of wildlife with environmental law interests.

cn.u mass.edu/careers

38 UMass Amherst College of Natural Sciences
SUCCESSFUL MARKET a product (or person) you know. The next time you see the Coke logo these ideas of “cold, refreshing, friendship, the color red, and being American.” The next time you see the Coke logo these ideas you about Coca-Cola’s brand likely consists of your name, major and interests. What makes you different from others in your major? For some, our personal brand is about our specialty within the field. Perhaps you have become an expert on a specific protein, or a rare breed of lizard. Some of you can be distinguished from others in your major by demonstrating that you hold skills across disciplines. Do you have a second major, a minor, an expertise, an interest, a hobby, or a talent in an area outside of your major? Your ability to stand out is crucial to getting your resume selected for the interview stage. For some of us, our personal brand is a hard-wired trait, such as being good with people, or preferring to work alone. Examine yourself for the traits that make you. Then own those quirks, and communicate them as positives. That is, if you are shy, first own that shyness, and then show people how good you are at getting results when you work independently. This is a positive way to spin something that you may have felt was a negative feature of yourself. In marketing, there are no negatives. There are only positives. You are who you are. With some thought, you can find a way to communicate what makes you special, and to show how that makes you valuable. Once decided upon, your personal brand should be conveyed consistently in your resumes, cover letters, elevator pitch introductions, and interviews. Imagine that people on a search committee read your resume and then discuss different candidates over lunch. However, they can’t remember your name. So they will refer to you as “The one who...” What would be the ideal way for them to fill in that blank space with 3-5 words about what distinguishes you as an individual. What makes you different from others in your major? For some, our personal brand is about our specialty within the field. Perhaps you have become an expert on a specific protein, or a rare breed of lizard. Some of you can be distinguished from others in your major by demonstrating that you hold skills across disciplines. Do you have a second major, a minor, an expertise, an interest, a hobby, or a talent in an area outside of your major? Your ability to stand out is crucial to getting your resume selected for the interview stage. For some of us, our personal brand is a hard-wired trait, such as being good with people, or preferring to work alone. Examine yourself for the traits that make you. Then own those quirks, and communicate them as positives. That is, if you are shy, first own that shyness, and then show people how good you are at getting results when you work independently. This is a positive way to spin something that you may have felt was a negative feature of yourself. In marketing, there are no negatives. There are only positives. You are who you are. With some thought, you can find a way to communicate what makes you special, and to show how that makes you valuable. Once decided upon, your personal brand should be conveyed consistently in your resumes, cover letters, elevator pitch introductions, and interviews.
Tips for Your Elevator Pitch

- Make eye contact. Smile. Address everyone in the room. If you feel like you belong in a new position, that will come across and your interviewer will feel it too. Fake confidence as needed until you make it. Play the role as if you are the natural choice or as if you already work there.

- Your pitch should be revised for each situation. For example, in one interview it will make sense to emphasize your computer programming skills, but in another you will want to emphasize your people skills. Strategically revise your pitch to hook your particular kind of employer. What will they like most?

- You can use your pitch in many situations, including career fairs, networking events, and informal social settings. It can also serve as the start to a cover letter or an introduction to a presentation.

- A good pitch reduces your anxiety, boosts your self-confidence and enhances your professional presence by establishing your personal brand. Remember that you are introducing your professional self, which is different from your whole self.

- Eliminate all negatives, qualifiers, and buts from your pitch. Instead of “My only experience is from…” you can simply say “My experience comes from…” Marketers never mention the downside or weakness of their products, and neither should you.

- It may sound rehearsed, but employers appreciate an efficient pitch that communicates a lot of important information about you in just 4 short lines.

- Your pitch can serve as a table of contents about you. When you finish your introduction, smile, stay silent, and wait. Most likely, the person you are talking to will ask you about one of the things you’ve just said, and you can then go into detail about that item.

- Practice your 4-sentence pitch out loud, and rewrite anything difficult to pronounce.

- Make an appointment with the CNS Career Center and practice your pitch.

Sample 30-Second Elevator Pitch

My name is Vishnu Washington. I’m finishing a Masters program in Applied Molecular Biology, with a specialization in wastewater processing. As a lab technician at PondLife, I test and track daily changes in microbial diversity in wastewater, created innovative data analysis techniques. My own thesis project forged an experimental data analysis technique to address recent changes in data specialization in wastewater processing. As a lab technician at PondLife, I test and track daily changes in microbial diversity in wastewater, created innovative data analysis techniques.
Tips for Your Elevator Pitch

- You have a good 20 years’ worth of varied experiences and interests. That’s too big to easily sum up. And there is no need. But you can select the points that you most want your interviewer to know about you. Your task here is to present your (much smaller) professional self, in a way that is strategically designed to be attractive to your specific interviewer.

- The goal of your pitch is to have your interviewer remember you, no matter how many people they hear from that day.

- A positive core message will enhance your professional presence, boost your self-confidence, and reduce your anxiety. Avoid all negative qualifiers such as “but” or “every word of your pitch should be positive. Sell sell sell.

- Think about what you want them to say about you after you leave. In what ways will they see that you stand out from the crowd? Use your pitch to establish your personal brand.

- Your pitch is a great way to start your interview, especially to answer questions like “Tell me about yourself,” “What is your current job and how does that prepare you?” or the toughest question of all: “So, why you?”

- Your pitch is also a table of contents for your conversation, and easily organizes “who you are,” “what you do,” and “why you.”

- Make eye contact. Smile. Address everyone in the room. If you feel you like belong in a new position, that will come across and your interviewer will feel it too. False confidence as needed until you make it. Play the role as if you are the natural choice or as if you already work there.

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- Memorization is great, but you are always allowed to refer to your notes. Speaking from notes takes practice, but it will aid your pitch as this will provide no effect.

Sample 30-Second Elevator Pitch

My name is Vishnu Washington. I’m finishing a Masters program in Applied Molecular Biology, with a specialization in wastewater processing. As a lab technician at Pondlife, I test and track daily changes in microbial diversity, and how these changes can speed or slow the treatment process in point-point climates. My own thesis project forged an experimental data analysis technique to address recent changes in data collection technology, increasing my own ability to detect patterns in data flows that now grow exponentially. By making data analysis more efficient, I believe I can further your company’s goal of bringing to market a collection technology, increasing my own ability to detect patterns in data flows that now grow exponentially.

My own thesis project forged an experimental data analysis technique to address recent changes in data microbe diversity, and how these changes can speed or slow the treatment of wastewater in different climates. My name is Vishnu Washington. I’m finishing a Masters program in Applied Molecular Biology, with a specialization in wastewater processing. As a lab technician at Pondlife, I test and track daily changes in microbial diversity, and how these changes can speed or slow the treatment process in point-point climates. My own thesis project forged an experimental data analysis technique to address recent changes in data collection technology, increasing my own ability to detect patterns in data flows that now grow exponentially. By making data analysis more efficient, I believe I can further your company’s goal of bringing to market a collection technology, increasing my own ability to detect patterns in data flows that now grow exponentially.

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ADDITIONAL ON-CAMPUS SOURCES OF INTERNSHIPS AND RESEARCH EXPERIENCES FOR UNDERGRADUATES (REUs)

Finding On-Campus Research Positions With Faculty
At the website for your major or department, look for a link to "Research." If you don’t see one, look for the directory of faculty. Faculty bios will often include a description of their past and present research, and sometimes a link to a separate website for their lab or research center. Student positions on faculty projects are rarely advertised. It is up to you to learn of the project and approach the faculty member with your interest in joining their projects. More about this in “Doing Research With Faculty,” on page 8.

Going Beyond Your Major for Research Opportunities
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- College of Natural Sciences Links to Research Opportunities by Major
  - http://www.cns.umass.edu/students/undergraduate-research-opportunities
- College of Natural Sciences Research Centers & Institutes
  - https://www.cns.umass.edu/research/
- BURA: Biology Undergraduate Research Apprenticeships
  - https://www.bio.umass.edu/bura/projects
- Office of Undergraduate Research and Studies
  - http://www.umass.edu/ours
- Five College Coastal and Marine Sciences Program Opportunities
  - https://www.fivecolleges.edu/marine/opportunities
- Biology Research Opportunities Links
  - https://www.bio.umass.edu/biology/undergraduate/research-opportunities
- Biochemistry and Molecular Biology Links to Summer Internship Opportunities
  - http://www.umass.edu/biochem/undergraduate/summer-opportunities
- Chemistry REU and Internship Links
  - https://www.umass.edu/chemistry/undergraduate-students/reusinternships

Research Centers Widely Defined to Include Environmental Science
- http://engineering.umass.edu/research/research-centers
- http://engineering.umass.edu/research/research-centers
- Engineering and Natural Sciences Links (Sustainable Energy and Water)
  - http://engineering.umass.edu/research/reu

Commonwealth Honors College Research Assistant Fellowships (First Years, Sophs & Juniors)
- https://www.honors.umass.edu/scholarship/research-assistant-fellowships

Commonwealth Honors College Honors Research Grants (Juniors + Seniors)
- https://www.honors.umass.edu/scholarship/honors-research-grants

Psychological and Brain Sciences Research and Teaching Assistantships
- http://www.umass.edu/pbs/undergraduate/ras-ta-internships-independent-studies
- http://www.umass.edu/pbs/undergraduate/ras-ta-internships-independent-studies/mentors

Psychological and Brain Sciences Internships in Human Services
- http://www.umass.edu/pbs/undergraduate/ras-ta-internships-independent-studies/mentors

Psychological and Brain Sciences Current Opportunities
- http://www.umass.edu/pbs/undergraduate/external-resources

Veterinary & Animal Science Links
- http://www.vasci.umass.edu/undergraduate/opportunities

NEXT Summary of Research Areas Across UMass
- http://www.umass.edu/researchnext/gateway/innovation-and-entrepreneurship

Department Websites Also Offer Off-Campus Suggestions by Major
Your department’s website can also be an excellent source for off-campus internships that are relevant to your major. They may be listed under "Undergraduate," "Research," "Career Opportunities," or something similar. Check the website of your department and adjacent departments frequently!

Check the CNS Internship Database
At several CNS websites, students/internships click the link for this database, which shows student-written reviews of internships they have completed. The database is searchable by major, and most companies that offer internships will offer them again. Find some of interest and look them up directly via the companies’ websites.

SELECTED SCIENCE JOB BOARDS BY MAJOR

Astronomy
- Internships & Summer Jobs
  - https://www.aas.org/careers/internships-summer-jobs
- Astronomy Jobs
  - https://jobregister.aas.org/jobs/current
- Space Jobs and CV Posting

Biochemistry & Molecular Biology
- Mass BioTechnology Council
  - https://www.massbio.org/careers/search_jobs
- Bio Space
  - http://www.biospace.com/jobs/homepage
- Current Jobs in Pharma
  - http://www.biopharmguy.com

Biology
- Biology Jobs
- Hired
guy.com
- Jobs in Healthcare, Pharma and Sci
  - http://www.medzillaimn.com

Chemistry
- Chemistry Jobs
  - http://www.chemistryjobs.com/jobseeker/search/results/
- Chemical Jobs Worldwide
  - http://www.chemjobs.net/jobs
- Chemical & Engineering Jobs
  - http://www.chemistryjobs.com/jobseeker/search/results/

Environmental Conservation: Building & Construction Technology
- List of BCT Employers and Careers
  - http://bct.eco.umass.edu/for-students/careers-employers/Construction & Management Jobs
  - http://careermall.umassnet.org/jobs
- Mass Clean Energy Center

Environmental Conservation: Environmental Science
- Environmental Career
  - http://environmentalcareer.com/jobs
- Massachusetts (State) Environmental Agencies
  - http://www.mass.gov/eea/agents
- National Environmental Health Association Job Board
  - http://www.neha.org/job_center.html

Environmental Conservation: Natural Resources Conservation
- Student Conservation Association Internships
  - http://www.theca.org
- USDA Natural Resources Conservation Service (by State)
- National/state/
- Yale University List of Job Sites
  - http://environment.yale.edu/careers/jobs/sites

Food Science
- Career in Food
  - http://www.careerinfood.com
- Institute of Food Technologists
- Food Force
  - http://foodforce.com/find-job

Geosciences
- American Geophysical Union Job Board
  - https://findajob.agu.org/jobs
- Geological Society of America GeoCareers
  - http://www.geoscience.org/careers
- Geographic Information System Jobs
  - https://www.gisjobs.com

Mathematics & Statistics
- Actuarial Careers Jobs Board
  - http://www.actuarialcareers.com/about-our-jobs/
- Math-Jobs.com
  - http://www.math-jobs.com

Microbiology
- American Society for Microbiology Job Board
  - http://www.asm.org/careercenter/jobs
- Jobs in MicroBio & Life Sciences
  - https://jobs.sciencecareers.org/jobs/microbiology
- Microbiology Jobs with Aerotek
  - https://www.aerotek.com/career-opportunities

Physics
- Physics Today Jobs Board
  - https://jobs.physicstoday.org/jobs
- PhysicsLink Physics Institutes
- Society for Physics Jobs for Undergrads
  - https://jobs.sosnational.org/jobs
FINDING JOBS AND INTERNSHIPS—continued

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Finding On-Campus Research Positions With Faculty
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College of Natural Sciences Research Centers & Institutes
https://www.cns.umass.edu/research/centers-and-institutes

BURA: Biology Undergraduate Research Apprenticeships
https://www.bio.umass.edu/bura/projects

Office of Undergraduate Research and Studies
http://www.umass.edu/ours

Five College Coastal and Marine Sciences Program
Opportunities
https://www.fivecolleges.edu/marine/opportunities/

Biological Research Opportunities Links
https://www.bio.umass.edu/biology/undergraduate/research-opportunities

Biological Chemistry and Molecular Biology Links to Summer Opportunities
http://www.umass.edu/biochem/undergraduate/summer-opportunities

Chemistry REU and Internship Links
https://www.umass.edu/chemistry/undergraduate-students/reus/internships

Research Centers Widely Defined to Include Environmental Science
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http://www.umass.edu/pbs/undergraduate/ras-tas-internships-independent-studies/ internship-poisibilities

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FINDING JOBS AND INTERNSHIPS—continued

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https://aas.org/careers/internships-summer-jobs
Astronomy Jobs
https://jobregister.aas.org/jobs/current
Space Jobs and CV Posting
https://www.space-careers.com/jobsearch.html

Biochemistry & Molecular Biology
Mass Biotechnology Council
http://www.massbio.org/careers/search_jobs
Bio Space
http://www.biospace.com/jobs/homepage/
Current Jobs in Pharma
http://www.biopharmguy.com

Biography
Biology Jobs
http://www.BiologyJobs.com
Hire Bio
http://www.hirebio.com
Jobs in Healthcare, Pharma and Sci
http://www.medzillacom

Chemistry
Chemistry Jobs
http://www.chemistryjobs.com/jobseeker/search/results/
Chemical Jobs Worldwide
http://www.chemjobs.net/jobs/
Chemical & Engineering Jobs
http://www.chemistryjobs.com/jobseeker/search/results/

Environmental Conservation: Building & Construction Technology
List of BCT Employers and Careers
http://bct.eco.umass.edu/for-students/careers-employers/construction-and-management-jobs/
Mass Clean Energy Center
http://www.masscec.com/work-clean-energy/jobs

Environmental Conservation: Natural Resources Conservation
Student Conservation Association Internships
http://www.sca.org
USDA Natural Resources Conservation Service (by State)
http://www.nrcs.usda.gov/wps/portal/nrcs/national/state/
Yale University List of Job Sites
http://environment.yale.edu/careers/resources/job-sites

Food Science
Career in Food
http://www.careerinfood.com
Institute of Food Technologists
Food Force
http://foodforce.com/find-job

Geosciences
American Geophysical Union Job Board
https://findjob.agu.org/jobs/
Geological Society of America GeoCareers
http://www.geosociety.org/careers
Geographic Information System Jobs
https://www.gisjobs.com

Mathematics & Statistics
Actuarial Careers Jobs Board
http://www.actuarialexperts.com/about-our-jobs/
Math-Jobs.com
http://www.math-jobs.com

Microbiology
American Society for Microbiology Job Board
http://www.asmcareerconnections.org
Microbiology Jobs with Aerotek
https://www.aerotek.com/career-opportunities

Physics
Physics Today Jobs Board
https://jobs.physicstoday.org/jobs
PhysLink Physics Institutes
http://www.physlink.com/Directorys/Institutes.cfm
Society for Physics Jobs for Undergrads
https://jobs.snpational.org/jobs/
STOCKBRIDGE SCHOOL OF AGRICULTURE & SCHOOL OF EARTH AND SUSTAINABILITY MAJORS

Arboriculture & Community Forest Management
Mass Arborists Association Jobs Board
http://massarbor.org/classifieds.php?type=job
International Society of Arboriculture Jobs
Forestry USA Jobs Board
http://www.forestryusa.com/jobs.html

Earth Systems
EarthWorks Job Boards by Discipline
Penn State List of Earth Science Jobs
http://www.met.psu.edu/careers/job-listings/all-job-listings
Oceanography Society Jobs Board
https://jobs.tos.org/jobseeker/search/results/

Equine Management
EquiStaff National Jobs Board
http://www.equistaff.com/jobsinunitedstates.aspx
Yard and Groom Equestrian Jobs Board
http://www.yardandgroom.com
Certified Horsemanship Association Jobs Board

Horticultural Science
American Society for Horticultural Science
http://ashs.careerwebsite.com
Jobs in Horticulture
Horticultural Jobs by Discipline
https://www.horticulturaljobs.com

Landscape Architecture
LARP List of Local Jobs & Internships
https://www.umass.edu/larp/resource/jobs-internships
LANDi Network Jobs
http://land8.com/jobs
American Society of Landscape Architects
https://www.asla.org/joblink.aspx

Veterinary & Animal Sciences
UMass VASCI Department Page
http://www.vasci.umass.edu/undergraduate/opportunities
American Society of Animal Science
https://careers.asas.org/jobs/
My Veteranery Career Job Board
http://myveterinarycareer.force.com/careers

Stockbridge School of Agriculture—All Majors
Stockbridge School of Agriculture—All Majors

Landscape Contracting
I Hire Landscaping Jobs by State
https://www.ihirelandscaping.com
Government Jobs in Grounds & Landscaping
https://www.govjobs.com/choose-ground
Brightview Landscaping Jobs by State
https://jobs.brightview.com/search-jobs

Plant and Soil Sciences
Science Societies Career Center
http://careers.careerplacement.org/jobs
Michigan State List of Plant/Soil Science Jobs
http://www.psm.msu.edu/jobs
Botanical Society of America Jobs
http://jobs.botany.org

Sustainable Community Development
MA Association of Community Development Corporations
https://macdc.org/jobs-field
Government Jobs in Community Development and Planning
https://www.govjobs.com/chooseEither
Jobs With Non-Profits
https://www.idelist.org

Stockbridge School of Agriculture—All Majors
Stockbridge School of Agriculture—All Majors

Sustainable Food & Agriculture Jobs
Sustainable Food & Agriculture Jobs

Science & Engineering

ADDITIONAL SOURCES OF SCIENCE JOBS & INTERNSHIPS

Stockbridge School of Agriculture—All Majors
Stockbridge School of Agriculture—All Majors

Integrated Science Internships
Mass Life Sciences Center
http://www.masslifesciences.com/programs/internship/
Federal Government Pathways Program
https://www.usajobs.gov/MoreSearch/Search?k=Pathways+Internship
BioPharmGuy
http://biopharmguy.com/services/internships.php
Life Sciences Internships
https://people.rut.columbia.edu/getfib/Symp/summer.htm

Research Experiences for Undergrads
National Science Foundation
http://www.nsf.gov/crssprgm/reu/reu_search.jsp
National Institutes of Health
http://www.training.nih.gov/programs
Pathways to Science
http://www.pathways2science.org/Undergrads.aspx
WebGuru Guide for Undergraduate Research
https://www.webguru.neu.edu/program-listings/ur-listings

Pre-Meds Seeking Clinical Experience
Liquid Compass Nursing Support Jobs
https://www.liquidcompass.com/institutions/umass-amherst
Train to Be a Certified Nursing Assistant
https://www.mass.gov/media/1711086
Train to Be an EMT
http://www.gcc.mass.edu/ems/emt/
Medical Scribe Positions
https://scribeamerica.wf1.myworkdayjobs.com/ScribeAmerica

Stockbridge School of Agriculture—All Majors
Stockbridge School of Agriculture—All Majors

Integrated Science Job Boards
MassBio
http://www.massbio.org/careers/search_jobs
AAAS Science Careers Job Board
https://jobs.sciencecareers.org/jobs/
BioSpace Life Sciences Jobs
http://www.biospace.com/jobs/search-results.aspx
Science Jobs
https://www.sciencejobs.org
BioMedEnvironment/Chem/Food Jobs
https://www.nature.com/naturejobs/science/

Data Science & Analysis Job Boards
Kaggle Data Science Job Board
https://www.kaggle.com/jobs
Federal Government Data Jobs
https://www.usajobs.gov/search/?p=1&k=data
Career Builder Data Science Jobs
http://www.careerbuilder.com/jobs-data-scientist

Stockbridge School of Agriculture—All Majors
Stockbridge School of Agriculture—All Majors

Pre-Meds Seeking Clinical Experience
Liquid Compass Nursing Support Jobs
https://www.liquidcompass.com/institutions/umass-amherst
Train to Be a Certified Nursing Assistant
https://www.mass.gov/media/1711086
Train to Be an EMT
http://www.gcc.mass.edu/ems/emt/
Medical Scribe Positions
https://scribeamerica.wf1.myworkdayjobs.com/ScribeAmerica

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http://www.gcc.mass.edu/ems/emt/
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https://scribeamerica.wf1.myworkdayjobs.com/ScribeAmerica

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Train to Be a Certified Nursing Assistant
https://www.mass.gov/media/1711086
Train to Be an EMT
http://www.gcc.mass.edu/ems/emt/
Medical Scribe Positions
https://scribeamerica.wf1.myworkdayjobs.com/ScribeAmerica
FINDING JOBS AND INTERNSHIPS—continued

Stockbridge School of Agriculture & School of Earth and Sustainability Majors

 Arboriculture & Community Forest Management
Mass Arborists Association Jobs Board
http://massarbor.org/classifieds.php?type=job
International Society of Arboriculture Jobs
Forestry USA Jobs Board
http://www.forestryusa.com/jobs.html

Earth Systems
EarthWorks Job Boards by Discipline
Penn State List of Earth Science Jobs
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Oceanography Society Jobs Board
https://jobs.tos.org/jobseeker/search-results/

Equine Management
EquiStaff National Jobs Board
http://www.equisstaff.com/JobsInUnitedStates.aspx
Yard and Groom Equestrian Jobs Board
http://www.yardandgroom.com
Certified Horsemanship Association Jobs Board

Horticultural Science
American Society for Horticultural Science
http://ashscareers.careerwebsite.com
Jobs in Horticulture
http://jobboard.hortjobs.com/jobseeker/searchjobs.aspx
Horticultural Jobs by Discipline
https://www.horticulturaljobs.com

Landscape Architecture
LARP List of Local Jobs & Internships
https://www.umass.edu/larp/resource/jobs-internships
Land & Network Jobs
http://land8.com/jobs
American Society of Landscape Architects
https://www.asla.org/joblink.aspx

Veterinary & Animal Sciences
UMass VASCI Department Page
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American Society of Animal Science
http://careers.asas.org/jobs/
My Veterinary Career Job Board
http://myveterinariancareer.force.com/careers

Plant and Soil Sciences
Science Careers Society Career Center
http://careers.careerplacement.org/jobs
Michigan State List of Plant/Soil Science Jobs
http://www.psm.msu.edu/jobs
Botanical Society of America Jobs
http://jobs.botany.org

Sustainable Community Development
MA Association of Community Development Corporations
https://macdc.org/jobs-field
Government Jobs in Community Development and Planning
https://www.governmentjobs.com (Choose either)
Jobs With Non-Profits
https://www.idealist.org

Sustainable Food & Agriculture
Internships & Employers
https://stockbridge.cns.umass.edu/applications/CFSP-good-work
Farm and Food Jobs
https://farmandfoodjobs.com
Sustainable Food Jobs
https://sustfoodfarm.org/2016/12/08/jobs/

ADDITIONAL SOURCES OF SCIENCE JOBS & INTERNSHIPS

Stockbridge School of Agriculture—All Majors
Internships
https://stockbridge.cns.umass.edu/careers/internships
Local Jobs Listings Searchable By Major
https://stockbridge.cns.umass.edu/career-net
Sustainable Food & Agriculture Jobs
https://sustfoodfarm.org/2016/12/08/jobs/
Agriulture Careers
https://www.agcareers.com

Integrated Science Internships
Mass Life Sciences Center
http://www.masslifesciences.com/programs/internship/
Federal Government Pathways Program
https://www.usajobs.gov/Search?k=pathways-internship
BioPharmGuy
http://biopharmguy.com/services/internships.php
Life Sciences Internships
https://www.rutgers.edu/ahrp/RISYS/searchsummer.htm

Research Experiences for Undergrads
National Science Foundation
http://www.nsf.gov/crssprgm/reu/reu_search.jsp
National Institutes of Health
http://www.training.nih.gov/programs
Pathways to Science
https://www.pathways2science.org/Undergrads.aspx
WebGuru Guide for Undergraduate Research
https://www.webguru.neu.edu/program-listings/un-listings

Integrated Science Job Boards
MassBio
http://www.massbio.org/careers/search_jobs
AAAS Science Careers Job Board
https://jobs.sciencenet.org/jobs/
BioSpace Life Sciences Jobs
http://www.biospace.com/jobs/search-results.aspx
Science Jobs
https://www.sciencejobs.org
BioMedEnvironChemFood Jobs
https://www.nature.com/naturejobs/science/

Data Science & Analysis Job Boards
Kaggle Data Science Jobs Board
https://www.kaggle.com/jobs
Federal Government Data Jobs
https://www.usajobs.gov/Search/?p=1&k=data
Career Builder Data Science Jobs
http://www.careerbuilder.com/jobs-data-scientist

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Train to Be an EMT
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Medical Scribe Positions
https://scribemamma.wdf1.myworkdayjobs.com/
ScribeAmerica

UmassAmherst
The Commonwealth Flagship Campus

• Prepare for a career in the biotech or pharmaceutical industries
• Learn hands-on lab techniques
• Perform an independent research project
• Intern at biotech companies

UMass Amherst College of Natural Sciences
44	cn.s.umass.edu/careers
45
FINDING JOBS AND INTERNSHIPS—continued

WORK RULES FOR INTERNATIONAL STUDENTS ON AN F-1 VISA

The University of Massachusetts Amherst is proud to include students from over 100 countries. As an international student, there are some additional challenges and work rules which you need to know. It starts with confirming your visa type.

Most international students are here on an F-1 visa, and must follow the rules below. If your visa is J-1, or anything other than F-1, then you must follow a different set of rules, available through the International Programs Office (IPO). J-1 visa holders can find information at http://www.umass.edu/ipo/j1visa/student-employment/j1visa

The rules below for F-1 is can be complex, so you are advised to direct all questions to the International Programs Office (IPO) http://www.umass.edu/ipo/j1visa and to do so as early as possible when any kind of permission or status is required. The information below is accurate as of February 2018, but could change overnight.

How much am I allowed to work on campus while in the U.S.? As a student on an F-1 visa, you are allowed to work up to 20 hours per week during school, and up to 40 hours per week during summer and Winter breaks.

How do I find work on campus? To find general on-campus jobs such as at the Library, in administration departments, in the Campus Center Hotel, or the PVTA buses, you can search several job boards online at http://www.umass.edu/umfa. International students must use the filter to search only for “NON Work Study” jobs. The University provides many such jobs that pay $11/hour or more. F-1 students do not have to apply for a work authorization and can apply immediately for on-campus jobs.

Am I allowed to work off campus in either a job or an internship? Before working off campus, you must apply through IPO for Curricular Practical Training (CPT) status. To be eligible for CPT status, you must first complete 2 semesters at the university, have a written job or internship offer, the work must be related to your major, and you must be cleared by IPO to proceed.

Before working off campus, you must apply through IPO for Curricular Practical Training (CPT) status. To be eligible for CPT status, you must first complete 2 semesters at the university, have a written job or internship offer, the work must be related to your major, and you must be cleared by IPO to proceed.

How long does CPT status allow me to work off campus while I am a student? CPT allows you to work off campus for short periods of time, during your academic program, if the work is related to your major. CPT status must be reauthorized for each semester that you want to work. You can have multiple authorizations of your CPT status. CPT is designed so that you could have three summer major-specific internships without going over that 12-month limit. However, there are significant penalty fees if you work the equivalent of 12 months full-time under CPT. We recommend that you apply for Optional Practical Training (OPT) status (below), and becoming ineligible to work in the U.S. after graduation.

For how long can I work in the U.S. after graduation? Generally, you can work in the U.S. for 12 months after graduation, so long as the work is related to your major and you have been awarded Optional Practical Training (OPT) status. STEM students can work longer, as described below.

What is Optional Practical Training (OPT) status and how do I get it? OPT status is what allows you to work after graduation, or after your CPT status ends. Because it takes 90 days to receive your EAD (Employment Authorization Document) work card showing your status, you should apply early through IPO, at least 90 days prior to your end of studies date, which is different than your graduation date. If awarded OPT status you may work full-time (40 hours per week) in the United States for 12 months immediately after graduation. Learn more about applying for OPT at http://www.umass.edu/ipo/sites/default/files/OPT%20Application.pdf

Professional references are generally not needed until you get to the interview stage of a search, but some highly competitive research opportunities may ask you to provide references in advance. Unless you are instructed to do so, there is no need to provide professional references with your initial application.

If you are a finalist for a position, you will be asked to provide references at that time. Provide a typed page with the title, name, and complete contact information for each of your references, including snail mail, email and phone. You can then write a sentence or two about each to your reference. You can also send a reference letter to them that speaks to, for example, “Dr. Turner runs the lab where I’m doing my independent research project in virology,” or “Ms. Tedeschi has overseen my work with children at the Common School.”

Whether you plan on graduate school or not, it is likely that you someday will need letters of recommendation to apply for a job or other opportunity. These letters should come from 3 or more people with the ability to evaluate your work, your faculty, lab PIs, internship supervisors, etc. Knowing this moment will come, you should prepare for it now by making sure that your faculty know who you are. Help them to learn your name and face. If they don’t really know who you are and what your interests and expertise are, they will not be able to write a strong letter. It is your job to become known to your future letter writers.

There are companies that will offer to store and send your recommendation letters for a fee. We recommend that you avoid these services as they don’t really help. The best recommendations are those that are freshly written and are customized with knowledge of both the applicant and the specific opportunity to which they apply. Before graduating, you should establish who your letter writers will be, get their contact information, and get them to accept this future role.

By junior year, you should start finding the people who will agree to write you recommendation letters in the future. It’s easier for a letter writer to say “yes” if they don’t have to write a letter when the request comes in. If they do agree to get their “yes” by email, they may also come to you in the future quoting their previous agreement to write. Connecting on LinkedIn is another good way to make sure these letters come through.

When the time comes to get a letter, you will contact your letter writers and provide them with your updated resume, your cover letter or personal statement, and full information about the place to which you are applying. Make this as easy as possible for your letter writers, by providing each with your curriculum vitae (CV) or cover letter, personal statement, and any other materials you sent with your application. Provide a description of the position, the full contact info of the person who will receive the letter, and a deadline that is a minimum of 2 weeks away. Remember that faculty are busy, and you are asking them to fit this letter into their existing workload. If the letter is to travel by snail mail, you must stamp and pre-addressed envelope to each writer. You will get your letters by completing your own part of the application process well before the deadline, so that you can provide your letter writers with full information and plenty of time to work with it.

Recommendation letters should be sent directly from the writer to the search committee. It is standard to waive your right to see such letters, which enhances the credibility of the letter. There is no need to sign the letter as a way to get the writer to sign it. If you don’t sign the waiver, it can suggest that you are trying to control the material you send to your future employers, and that you have something to hide. It is better to trust your professional references to write truthful and effective letters on your behalf.
WORK RULES FOR INTERNATIONAL STUDENTS ON AN F-1 VISA

The University of Massachusetts Amherst is proud to include students from over 100 countries. As an international student, there are some additional challenges and work rules which you need to know. It starts with confirming your visa type.

Most international students are here on an F-1 visa, and must follow the rules below. If your visa is J-1 or F-2, then you must follow a different set of rules, available through the International Programs Office (IPO). J-1 visa holders can find information at http://www.umass.edu/ipo/jvisa/student-employment/jv/.

The rules below for F-1s are complex, so you are advised to direct all questions to the International Programs Office (IPO) http://www.umass.edu/ipo/jvisa and to do so as early as possible when any kind of permission or status is required. The information below is accurate as of February 2018, but could change overnight.

How much am I allowed to work on campus while in the U.S.? As a student on an F-1 visa, you are allowed to work up to 20 hours per week during the academic year, up to 40 hours per week during Summer and Winter breaks.

How do I find work on campus? To find general on-campus jobs such as at the Library, in an on-campus department or the Campus Center Hotel, or the PVTA buses, you can search several job boards online at http://www.umass.edu/umfa/seo. To find on-campus jobs, international students must use the filter to search only for “NON Work-Study” jobs. The University provides many such jobs that pay $11/hour or more. F-1s do not need special permission and can apply immediately for on-campus jobs.

Am I allowed to work off campus in either a job or an internship? Before working off campus, you must apply through IPO for permission to work off campus. You can search several job boards online at http://www.umass.edu/umfa/seo. You can search several job boards online at http://www.umass.edu/umfa/seo. You can search several job boards online at http://www.umass.edu/umfa/seo. You can search several job boards online at http://www.umass.edu/umfa/seo. You can search several job boards online at http://www.umass.edu/umfa/seo. You can search several job boards online at http://www.umass.edu/umfa/seo.

Professional references are generally not needed until you are near the interview stage of a search, but some highly competitive research opportunities may ask you to provide references in advance. Unless you are instructed to do so, there is no need to provide professional references with your initial application.

If you are a finalist for a position, you will be asked to provide references at that time. Provide a typed page with the name, title and complete contact information for each of your references, including snail mail, email and phone. You can then write a sentence or two about each to your reference and whether you believe this is a professional reference or a personal reference, e.g. “Dr. Turner runs the lab where I’m doing my independent research project in virology,” or “Ms. Todeschi has overseen my work with children at the Common School.”

Whether you plan on graduate school or not, it is likely that you will someday need letters of recommendation to apply for a job or another opportunity. These letters should come from 3 or more people with the ability to evaluate your work, your faculty, lab PIs, internship supervisors, etc. Knowing this moment will come, you should prepare for it now by making sure that your faculty know who you are. Help them to learn your name and face. If they don’t really know who you are and what your interests and expertise are, they will not be able to write a strong letter. It is your job to become known to your future letter writers.

There are companies that will offer to store and send your recommendations letters for a fee. We recommend that you avoid these services as they don’t really help. The best recommendation letters are written freshly written and are customized with knowledge of both the applicant and the specific opportunity to which they apply. Before graduating, you should establish who your letter writers will be, get their contact information, and get them to accept this future role. By junior year, you should start finding the people who will agree to write you recommendation letters in the future. It’s easier for a letter writer to say “yes” if they don’t have to work with your future letter writers. To get their “yes” by email, you can also email them in the future quoting their previous agreement to write. Connecting on LinkedIn is another good way to touch base.

When the time comes to get a letter, you will contact your letter writers and provide them with your updated resume, your cover letter or personal statement, and full information about the place to which you are applying. Make this as easy as possible for your letter writers, by providing each with your current resume and cover letter, personal statement and any other materials you sent with your application. Provide a description of the position, the full contact info of the person who will receive the letter, and a deadline that is a minimum of 2 weeks away. Remember that faculty are busy, and you are asking them to fit this letter into their existing workload. If the letter is to travel by snail mail, you must provide a stamped and pre-addressed envelope to each writer. You will get better letters by completing your own part of the application process well before the deadline, so that you can provide your letter writers with full information and plenty of time to work with it.

Recommendation letters should be sent directly from the writer to the search committee. It is standard to waive your right to see such letters, which enhances the credibility of the letter. If you want to review a letter, you should directly ask the author to sign it. If you don’t sign the waiver, it can suggest that you don’t trust or respect the author’s work. Make sure that the invitations and those who were given to you and remember that you are not the most knowledgeable about your own work. These contents. It is better to trust your professional references to write truthful and effective letters on your behalf.

FINDING JOBS AND INTERNSHIPS—continued

I heard that I can get an extension of OPT status. Is that true? This is only true for F-1 students in certain majors. Because the US has an outstanding need for skilled workers in STEM fields (Science, Technology, Engineering, and Math), international students in certain majors are occasionally eligible for a 24-month extension of their OPT status. This would allow you a total of 3 years full-time work under OPT status immediately after graduation. Your F-1 visa would remain valid throughout this time.

What is an H-1B visa? Do I need one? The H-1B visa permits university graduates to work for a particular employer for 3-6 years, usually with the intent to apply for Permanent Resident or U.S. Citizen status in the future. How do I get an H-1B visa? To check on a case award, you need to get through a lottery process. However, you are unlikely to need an H-1B visa until after you have fully exhausted your OPT status.

Are there any other rules or limits I need to know about now? If you are an international student seeking a paid competitive research experience in the sciences, you may be limited by the fact that a large number of opportunities funded by the U.S. federal government are reserved for U.S. citizens. Many off-campus programs funded by the National Institute of Health (NIH) or National Science Foundation (NSF) will only allow eligible positions for U.S. citizens, and this will be disappointing. However, you may find some opportunities that are not limited by this rule, so you should try to secure your own funding from a source not connected to the U.S. federal government. You can seek additional sources of funding for research or experiences through the ONSA or by seeking umass.edu/ students/cns-scholarships, the Office of Financial Aid: https:// www.umass.edu/umfa/scholarship, the Office of National Scholarship Advisement: https://onsa.umass.edu, and under the Student tab of the Alumni Association: https://www. umassalumni.com. umass.edu/ipo/iss/visa/student-employment/j-1visa

I received a letter of recommendation. Can I get an extension of my CPT status? CPT status allows you to work off campus for short periods of time, during your academic program, if the work is related to your major. CPT status can be reauthorized for each semester that you want to work. You can have multiple authorizations of your CPT status. CPT is designed so that you could have three summer major-specific internships without going over that 12-month limit. However, there are significant penalties if you work the equivalent of 12 months full-time under CPT. We recommend to apply for Optional Practical Training (OPT) status (below), and becoming ineligible to work in the U.S. after graduation.

What is Optional Practical Training (OPT) status and how do I get it? OPT status is what allows you to work after graduation, after your CPT status ends. Because it takes 90 days to receive your EAD (Employment Authorization Document) work card showing your status, you should apply early through IPO, at least 90 days prior to your end of studies date, which is different than your graduation date. If awarded OPT status you may work full-time (40 hours per week) in the United States for 12 months immediately after graduation. Learn more about applying for OPT at http://www.umass.edu/iposites/default/files/OPT%20Application.pdf

Because your eligibility for off-campus research opportunities is limited, you are strongly encouraged to seek on-campus research opportunities helping with ongoing projects happening in faculty labs across campus.
INTERVIEWING

PREPARING FOR AN INTERVIEW

Getting an interview for a job or internship that you applied for means that you are one of the top few candidates for that position. While this may make you nervous, take a moment to realize that you have achieved 80% of your goal already, and nearly have the prize. Most applicants will not be invited to an interview. So, take a moment to feel some pride in your accomplishment, and try to shift from feeling nervous to feeling excited. The next few pages will walk you through what to expect from the interview process and how to best prepare for it.

Purpose of the Interview From the Employer’s Perspective

Regardless of the position advertised, by interviewing their final 3 to 5 candidates, all employers are seeking answers to 4 overarching questions:

- Does the interview confirm what we saw on paper, or evidence of your qualifications?
- Of the candidates who can do the job, which one wants the job most?
- Questions you have, but they should also be strategically designed to show the interviewer that you have done your homework to be knowledgeable about the company, or written to reference another positive feature you have to offer. Some examples:
  - “I see that your company is expanding to sell water filters in the commercial market even though you started in the residential market. What is the biggest challenge the company faces during this transition?”
  - “Because I’m interested in continuing to improve my skills with data analysis software, I’d like to know what kind of professional development the company expects from its employees, and what resources the employer provides to facilitate this.”

Predict Some Interview Questions

Many interview questions are based on the desired skills listed in the position description. If the description states that you need “intermediate proficiency with Excel,” you can reasonably predict that one of the interview questions might be “Tell me about a project you completed using Excel.” This Handbook provides a list of frequently asked interview questions (page 51) to help you prepare. When they ask the Excel question, you’ll recall your story about the “insect collection database” you built. Those key words should be enough to trigger your memory so you can immediately tell the right story to prove your Excel skills.

Tell Stories Using the S.T.A.R. Method

Human brains are wired to remember narrative stories more than direct claims. If an interviewer starts a question with “Tell me about a time when...” or “Share an example of a situation where...,” you should be able to quickly recall and provide a very brief and specific story. The outline for the shortest story you can tell is Situation + Task + Action + Result. Describe the Situational context or Task: a job, a group lab project, an assignment, then the specific Action you took, and its positive Result. See this example:

“I led a group project in which one member frustrated the others by not doing his part. It was my responsibility to both keep the peace and meet our project deadlines. So I set up a separate meeting with this peer, learned that he was struggling due to underdeveloped Excel skills needed to graph our data, and gave him a quick tutorial to bring him up to speed. He returned to our group the following Monday with not only the Excel charts due, but also some color posters displaying graphs for our team presentation.”

Practice Online With Big Interview

You can find a list of common interview questions on page 51 of this Handbook. But with your umass email address, you can also activate your free subscription to Big Interview at https://umass.biginterview.com available 24/7. Big Interview is a video training system that lets you practice your answers to pre-recorded questions asked by actual interviewers. The platform also helps you create S.T.A.R. responses. Browse thousands of interview questions, organized by industry, and learn what is sought in your response. Then turn on your webcam so you can record, play back, and assess your own performance. A Quick Start Guide is available at http://www.cns.umass.edu/careers

Schedule a Practice Interview at the CNS Career Center

While you practice verbalizing your responses, it’s important to remember that 75% of what you communicate comes across non-verbally. Big Interview lets you do some self-evaluations of your eye contact and body language.

You can make an appointment with a professional CNS Career Center Advisor at http://www.cns.umass.edu/careers Our professional advisors are experienced in addressing both the verbal and nonverbal aspects of your interview. For the interview appointment, bring printed copies of your resume and the job description, and your Advisor will conduct a short interview based on these materials. Afterwards you and your Advisor will discuss both your interviewing strengths and areas for improvement. You’ll also have a chance to ask any questions and address any concerns you have about an upcoming interview. If you are unable to schedule a practice interview at the CNS Career Center before the date of your actual interview, go to the CNS Career Center webpage at http://www.cns.umass.edu/careers and email a Career Advisor to ask if we can fit you in sooner.

Gather Materials You’ll Need

You will need a sturdy pocket folder or padfolio to keep your documents flat and unwrinkled. We recommend using a double pocket laminated folder that opens like a book. Bring 5 well-printed copies of your resume that you can provide if you are interviewed by a group, a printed copy of the job description and your cover letter for your own reference, any helpful preparatory notes, blank paper for taking notes during and after the interview, two pens, and a few paperclips.

Check Your Interview Outfit and Do a Practice Drive

Dressing professionally to make a good first impression is important, and is addressed in more detail in later pages. A few days before your interview, you will want to try on your interview outfit. If any part of it is torn, stained, or just uncomfortable and no longer fitting you, you will want to either resew or purchase whatever is needed before the date of the interview. It is a good idea to do a practice run driving to the interview site, and then getting transportation from your home to the interview site.

CUSTOM INTERVIEW STUDY GUIDE

Use this worksheet to create an index of your skills and experience as they relate to specific requirements from the job or internship description, and of S.T.A.R. stories that will make good responses to likely interview questions. Use the completed worksheet as your study guide for the interview. By remembering just a few key words, you can quickly recall and provide a story or example that answers the question asked. See “Preparing for an Interview” (page 48) for more on how to predict interview questions in advance.

What I Know About the Position and How I Meet the Requirements

Job Requirement: _______________________________

My Experience and Skills: ___________________

Example / S.T.A.R. Story: ___________________
INTERVIEWING

PREPARING FOR AN INTERVIEW

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Regardless of the position advertised, by interviewing their final 3 to 5 candidates, all employers are seeking answers to 4 overarching questions:

1. Does the interview confirm what we saw on paper, that this person is capable of doing this job?
2. Having an honest resume, and being prepared for likely interview questions is the best approach to providing this confirmation.
3. Of the candidates, which one wants the job most?
4. Candidates who demonstrate passion and motivation tend to put in the most effort and produce the best results for employers.

Is the candidate knowledgeable about both our company and our industry?

Doing your homework, by reading the company website and researching their industry, prepares you to answer questions about the company and our industry. From this material, come up with some key words to ask the employer. These can be genuine questions you have, but they should also be strategically designed to show the interviewer that you have done your homework to be knowledgeable about the company, or written to reference another positive feature you have to offer. Some examples:

- “I see that your company is expanding to sell water filters in the commercial market even though you started in the residential market. What is the biggest challenge the company faces during this transition?”
- “Because I’m interested in continuing to improve my skills with data analysis software, I’d like to know what kind of professional development the company expects from its employees, and what resources the employer provides to facilitate this.”

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Practice Online With Big Interview

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Schedule a Practice Interview at the CNS Career Center

While you practice verbalizing your responses, it’s important to remember that 75% of what you communicate comes across non-verbally. Big Interview lets you do some self-evaluations of your eye contact and body language. You can also make an appointment with a professional CNS Career Center Advisor at http://www.cns.umass.edu/careers. Our professional advisors are experienced in addressing both the verbal and nonverbal aspects of your interview. For the assessment, bring printed copies of your resume and job description, and your Advisor will conduct a short interview.

Prepare Your Materials

Before the interview, you need a sturdy pocket folder or padfolio to keep your documents flat and unwrinkled. We recommend using a double pocket laminated folder that opens like a book. Bring 5 well-printed copies of your resume that you can provide if you are interviewed by a group, a printed copy of the job description and your cover letter for your own reference, any helpful preparatory notes, blank paper for taking notes during and after the interview, two pens, and a few pencils.

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Dressing professionally to make a good first impression is important, and is addressed in more detail in later pages. A few days before your interview, you should try on your interview outfit. If any part of it is torn, stained, or just uncomfortable and no longer fitting you, you will want to either reselect or purchase whatever is needed before the date of the interview. It is a good idea to do a practice run driving to the venue in advance, otherwise getting transportation from your home to the interview site.

CUSTOM INTERVIEW STUDY GUIDE

INTERVIEWING—continued
What It Means to Dress Professionally

Whether you like it or not, first impressions matter. By dressing professionally for an interview or a job fair you communicate to others that:

- You have the skill, good conduct, and polite behavior that is expected from a person who is trained to do a job well
- Generally speaking, you have your act together
- You are organized and know what you want
- The opportunity you are seeking matters to you
- You are confident in your skills and abilities
- You seek to impress others

You understand what behaviors are considered “professional” and “unprofessional”

You get along well with others and you’ll fit in with the organization’s culture

**Professionalism Is a Set of Codes that You Can Learn**

Dressing well means that you get along with others. Of course not. But it is an assumption that most professionals will make about you if you dress the part. This is because human behavior is governed by codes that determine who is “in their group” vs “out of their group.” Codes are social agreements that develop over time, about how to behave, talk, and dress in a workplace. In this way, professionalism is no different from observing that the members of your high school friend group also developed shared ways of dressing, talking, etc. We know that someone who wants to join an existing social group is more successful when they learn and adopt that group’s way of talking, dressing, and behaving. By dressing professionally, you get people you meet to make a lot of positive assumptions about you.

**Determining the Right Level of Professional Dress**

The best way for a person to determine how to dress professionally is to observe the specific workplace, and then adopt its employees’ way of dressing. If you are being interviewed, dress just a little bit nicer and more conservatively than the employees you’ve seen. If you can’t visit or find photos of a workplace before your interview, email or call the employer to ask “What is the level of professional dress in your workplace? What do people wear?”

**“What do people wear?”** is the level of professional dress in your workplace? Most workplaces seek a “business casual” level of professional dress. For aspiring professionals who self-identify from a more inclusive range of gender today, this presents both a challenge and an opportunity. While acceptance of change varies by workplace, the historic trend in professional dress is moving toward greater inclusivity of gender expression. Do a quick search for “gender neutral dress” and add the words “gender inclusive,” “transgender,” “gender neutral,” or “androgynous” to see modern examples acceptable in some workplaces today.

Head to Toe Check

- Hair, whether tied back or worn down, should be neat, clean, and not covering your eyes
- Facial hair should be trimmed or shaved clean
- Makeup, if used at all, should be minimalistic and natural-looking
- Use of jewelry, watches, and other accessories should be kept simple
- Perfumes and colognes should be avoided due to the possible chemical sensitivity of others
- Skirt collars should be unwrinkled, and neckline should not plunge or be revealing
- A bright-colored tie or scarf draws positive attention to your face
- For clothing, choose solid colors over prints and patterns
- Clothing should fit well, not too tight, not too loose
- Clothes should not be wrinkled
- Skirts or dresses should be knee-length or longer
- Hemlines should not be too revealing
- Pants and socks should be long enough to cover ankles if you sit and cross your legs
- Shoes should be polished. Heels should not be too high to walk comfortably in

Affordable Business Clothing Stores Near Campus

**New:**

- T.J. Maxx (Near Stop and Shop)
- J.C. Penney (Hampshire Mall)
- Mary’s (Hampshire Mall)
- Marshall’s (Mount Laurel Mall)
- Sears (Holyoke Mall)
- Burlington Coat Factory (Holyoke Mall)

**Used:**

- Goodwill (Near Big Y)
- Salvation Army (Near Mount Laurel Mall)
- Fisher Hospice Shop (University Drive)
- Urban Exchange (Northampton)
- Cancer Connection Store (Northampton)
- Goodwill (Northampton)

**FREQUENTLY ASKED INTERVIEW QUESTIONS**

**“Why You?” Questions**

- Tell me about yourself...
- Why should I hire you for this position?
- What do you know about this company?
- What do you know about this industry?
- Why are you interested in working for us?
- What do you think are your strongest assets?
- How would you describe your experience to me?
- What should I know about your past experience to know that you are right for this position?

**Behavioral Questions**

- Tell me about a difficult situation or conflict you had with someone. How did you deal with it?
- Tell me about a mistake that you’ve learned from.
- Tell me about a time you went “above and beyond” for class, for an internship, or at work.
- Tell me about a time when you failed at what you were trying to do. How did you recover from the failure and what did you learn from the experience?
- Tell me about an experience you had using excellent customer relationship skills. What did you say and do?
- Give me an example of a time you were working or learning in a diverse environment. What impact did the experience have on you?

**Questions About Your Professional Self**

- What makes you different from other students in your major?
- What can you do for us that other candidates can’t?
- Describe something you’ve done that required good teamwork to accomplish.
- Describe a significant challenge or obstacle that you have overcome.
- What are 3 positive things your last boss (or professor) would say about you?
- What is one negative thing your last boss (or professor) would say about you?
- To make you a more valuable employee for our purposes, what single skill of yours should we help you to further develop?
- Where do you see yourself professionally 5 years from now?

**Questions About Your Work Style**

- Think about your work-style and what factors are important to you in a good workplace. What elements would make a job be your “ideal” job?
- What irritates you about other people, and how do you deal with it?
- What techniques and tools do you use to keep yourself organized?
- Are you more of a big-picture person or a detail-oriented person? Explain.
- What stresses you out?
- How do you manage or relieve stress?
- What are the qualities of a good leader?
- What did you like best and least about your last position?
- When are you most satisfied in a job?

**“Tell Us More About You” Questions**

- Describe yourself in 3 words.
- What do you like about your major, and why is it the one you chose?
- What’s your favorite class and why?
- What’s the most interesting project you’ve done (or are doing) for a class?
- What is your proudest achievement?
- What’s the last book you read that was not for class?
- What interesting talent or skill do you have that is not related to your major, and perhaps not related to this job?
- What can you do and how did you learn to do that?
- What advice would you give to your younger self about how to approach college and your academic path?

**“Show Us How You Think” Questions**

- Clear communication skills are important. Without moving your hands, can you teach me the steps to making a peanut butter and jelly sandwich?
- Define “collaboration.”
- If you won $1 million, what would you do with it?
- If you could have any superpower, what would it be?
- What are 3 things you can do with a blanket that are not related to a bed?
- Sell me a seat belt by explaining how it works, and the benefits of wearing one.
- How would you estimate the number of pennies that will fit into this room?
What It Means to Dress Professionally

Whether we like it or not, first impressions matter. By dressing professionally for an interview or a job fair, you communicate to others that:

- You have the skill, good conduct, and polite behavior that is expected from a person who is trained to do a job well
- Generally speaking, you have your act together
- You are organized and know what you want
- The opportunity you are seeking matters to you
- You are confident in your skills and abilities
- You seek to impress others

You understand what behaviors are considered “professional” and “unprofessional”

You get along well with others and you’ll fit in

“Images” at the top to see examples of how to dress professionally at different levels (e.g. business casual, business formal, etc.). You will notice that

The best way for a person to determine how to dress appropriately is to observe the members of their group. They will communicate to others that:

- They understand what behaviors are considered “professional” and “unprofessional”
- They know that someone who wants to join an existing social group is more successful when they learn and adopt the group’s way of talking, dressing, and behaving. By dressing professionally, you’ll fit in with the organization’s culture

Professionalism Is a Set of Codes that You Can Learn

Determining the Right Level of Professional Dress

The best way for a person to determine how to dress professionally is to observe the specific workplace, and then adopt its employees’ ways of dressing. If you are being interviewed, dress just a little bit nicer and more conservatively than the employees you’ve seen. If you can’t visit or find photos of a workplace before your interview, email or call the employer to ask “What is the level of professional dress in your workplace? What do people wear?” It is a fair question, and asking shows them that you care about communicating professionalism in their workplace.

Most workplaces seek a “business casual” level of professional dress. Google “dress codes” and click “Images” at the top to see examples of how to dress professionally at different levels (e.g. business casual, business formal, etc.). You will notice that

the dress codes of professionalism are rigidly divided into six general forms. For aspiring professionals, who self-identify from a more inclusive range of genders today, this presents both a challenge and an opportunity. While acceptance of change varies by workplace, the historic trend in professional dress is moving toward greater inclusivity of gender expression. Do a similar search for “professional dress” and add the words “gender inclusive,” “transgender,” “gender neutral,” or “androgyneous” to see modern examples acceptable in some workplaces today.

Head to Toe Check

Hair, whether tied back or worn down, should be:
- Neat, clean, and not covering your eyes
- Facial hair should be trimmed or shaved clean
- Makeup, if used at all, should be minimalistic and natural-looking
- Use of jewelry, watches, and other accessories should be kept simple
- Perfumes and colognes should be avoided due to the possible chemical sensitivity of others
- Shirt collars should be unwrinkled, and necklines should not plunge or be revealing
- A bright-colored tie or scarf draws positive attention to your face

For clothing, choose solid colors over prints and patterns

Clothing should fit well, not too tight, not too loose. Clothes should not be wrinkled
- Skirts or dresses should be knee-length or longer.
- Hemlines should not be too revealing
- Pants and socks should be long enough to cover ankles if you sit and cross your legs
- Shoes should be polished. Heels should not be too high to walk comfortably

Affordable Business Clothing Stores Near Campus

New:
- T.J. Maxx (Near Stop and Shop)
- J.C. Penney (Hampshire Mall)
- Marshalls (Mountain Farms Mall)
- Sears (Holyoke Mall)
- Burlington Coat Factory (Holyoke Mall)

Used:
- Goodwill (Near Big Y)
- Salvation Army (Near Mountain Farms Mall)
- Fisher Hospice Shop (University Drive)
- Urban Exchange (Northampton)
- Cancer Connection Store (Northampton)
- Goodwill (Northampton)

“Why You?” Questions

- Tell me about yourself...
- Why should I hire you for this position?
- What do you know about this company?
- What do you know about this industry?
- Why are you interested in working for us?
- What do you think are your strongest assets?
- What should I know about your past experience to know that you are right for this position?

Behavioral Questions

- Tell me about a difficult situation or conflict you had with someone. How did you deal with it?
- Tell me about a mistake that you’ve learned from.
- Tell me about a time you went “above and beyond” for class, for an internship, or at work.
- Tell me about a time you failed at what you were trying to do. How did you recover from the failure and what did you learn from the experience?
- Tell me about an experience you had using excellent customer relationship skills. What did you say and do?
- Give me an example of a time you were working in a diverse environment. What impact did the experience have on you?

Questions About Your Professional Self

- What makes you different from other students in your major?
- What can you do for us that other candidates can’t?
- Describe something you’ve done that required good teamwork to accomplish.
- Describe a significant challenge or obstacle that you have overcome.
- What are 3 positive things your last boss (or professor) would say about you?
- What is one negative thing your last boss (or professor) would say about you?
- To make you a more valuable employee for our purposes, what single skill of yours should we help you to further develop?
- Where do you see yourself professionally 5 years from now?

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- Sell me a seat belt by explaining how it works, and the benefits of wearing one.
- If you had a day to do anything you wanted, what would you do?
- What irritates you about other people, and how do you deal with it?
- What are the qualities of a good leader?
- What do you think are your strongest assets?
- Why are you interested in working for us?
- What 3 courses have you taken that most prepare you for this position, and how?
- What stresses you out?
- What do you like about your major, and why is it the one you chose?
- What is one negative thing your last boss (or professor) would say about you?
- What do you think are your strongest assets?
- Why are you interested in working for us?
- What 3 courses have you taken that most prepare you for this position, and how?
MANY PEOPLE GRADUATE FROM COLLEGE WITH A BACHELOR’S DEGREE AND BEGIN WORKING IN THEIR FIELD. FROM THERE, IT IS THEIR ACCUMULATING EXPERIENCE THAT MOVES THEM FORWARD IN THEIR CAREERS. HOWEVER, THE ABILITY TO FIND GOOD WORK WITH A BACHELOR’S DEGREE IN HAND IS DIFFERENT FROM MAJOR TO MAJOR. THE NEED FOR GRADUATE SCHOOL ALSO DIFFERS WITH YOUR OCCUPATIONAL GOAL.

Psychology majors can work in many fields with a bachelor’s degree. But to work as a clinical psychologist or licensed social worker, the same Psych student would need additional schooling. Physics students staying true to physics often find themselves headed to graduate school. But physics students who focus on data manipulation skills may be able to find work in diverse areas on the basis of a bachelor’s degree and knowledge of certain software and statistics. For students in the life sciences or chemistry, you can likely find work in someone’s wet lab with a bachelor’s degree and your acquired lab skills displayed on your resume. But, if you want to run that lab and make decisions about what will be researched and how, then you will likely need a graduate degree.

For some people, graduate school is an opportunity to expand one’s education with a tighter focus. Imagine if your favorite class at UMass was just one of 12 similar classes offered by your future graduate school. Imagine not doing “gen ed” courses because you are specializing your research efforts in a quest to generate a new contribution of knowledge to your field. Don’t apply to a graduate school as a mere backup plan. Apply because you have fallen in love with that particular graduate program and can explain why. Graduate school is intense and difficult. If you aren’t in love with what you want to do, or if you don’t feel “called” to do something, then pursuing graduate school probably isn’t for you at this time, but it may be in the future.

If you are considering graduate school but aren’t sure, it is recommended to take the GRE exam as soon after your graduation date as possible. With preparation, this is when you are most likely to get your best score. Your GRE score is good for 5 years, so taking the exam at graduation gives you 5 years to decide if you want to apply for a graduate program.

Graduate programs have different application deadlines, but most follow the general college rhythm—apply in December/January, gain acceptance in April, and begin attendance in September. If applying to medical, dental or professional school in health science, there is a longer application cycle detailed on the Pre-Health Advising website here: https://www.cns.umass.edu/advising/pre-med-pre-health/application-timeline

Some programs, particularly at universities with large endowments, can offer you scholarships to defray the costs of tuition. Some will offer paid teaching or research assistantships towards this goal. Graduate programs are quite small, so when there is money available, it is often spread with substantial generosity across just a few students. It should be noted that medical schools, and graduate programs with high costs for required technologies or labs may be less able to offer funding. The bottom line is that you should not let the cost of graduate school lead your decision about whether or not to apply. Even if you pay your own way, the return on your investment in the form of future salary earnings can be quite significant.
Many people graduate from college with a bachelor's degree and begin working in their field. From there, it is their accumulating experience that moves them forward in their careers. However, the ability to find good work with a bachelor's degree in hand is different from major to major. The need for graduate school also differs with your occupational goal.

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For non-business majors.

MS in Business & Analytics
MS in Accounting
College of Natural Sciences
Career and Professional Development Center

http://www.cns.umass.edu/careers
https://umass.joinhandshake.com