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Career Services Office

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Monday – Friday, 9:00 AM – 4:30 PM

Paul Hutchinson, Director, Career Services
Caroline Kelly, Assistant Director, Career Services
Olivia Cross-McCants, Assistant Director, Career Services

CAREER SERVICES OFFICE

VISION STATEMENT

- Every graduate has the opportunity to protect health and save lives millions at a time.

MISSION STATEMENT

The mission of the Career Services Office is to:

- Help students make a powerful impact in public health by connecting to opportunities beyond the classroom through:
 - enhancing career/professional development engagement
 - coordinating experiential learning experiences
 - engaging with public health employers and alumni

STUDENT AFFAIRS

Student Affairs (SA) is a comprehensive student services unit in the Johns Hopkins Bloomberg School of Public Health that provides advising to students, faculty and staff on academic policies, financial support and information management, and helps to create linkages between the academic mission of the School and public health careers. SA brings together the functions of several offices to serve a student from the time of initial inquiry through graduation and beyond:

- Admission Services
- Career Services
- Student Disability Services
- Financial Aid Office
- Office of Student Life
- Records and Registration
- Student Affairs Operations

The mission of Student Affairs at the Johns Hopkins Bloomberg School of Public Health is to foster student learning by providing exceptional programs and services through an integrated team effort. This is achieved by promoting respect, integrity, collaboration with the University community, and a commitment to the needs of a diverse population.

DIVERSITY AND INCLUSION STATEMENT

Johns Hopkins is a community committed to sharing values of diversity and inclusion in order to achieve and sustain excellence. We firmly believe that we can best promote excellence by recruiting and retaining a diverse group of students, faculty and staff and by creating a climate of respect that is supportive of their success. This climate for diversity, inclusion and excellence is critical to attaining the best research, scholarship, teaching, health care and other strategic goals of the Health System and the University. Taken together these values are recognized and supported fully by the Johns Hopkins Institutions leadership at all levels. Further, we recognize that the responsibility for excellence, diversity and inclusion lies with all of us at the Institutions: leadership, administration, faculty, staff and students.

Questions regarding Title VI, Title IX and Section 504 should be referred to the Office of Institutional Equity, Wyman Park Building, Suite 515, 3400 North Charles Street, Baltimore, Maryland 21218, (410) 516-8075, TTY (410) 516-6225.

RESUMES AND CURRICULUM VITAE

Key Characteristics

RESUME

- Lean toward brevity
- Position-driven
- Have more than one version
- Strong emphasis on content & action verbs
- Goal of a resume is to...
construct a professional identity

CURRICULUM VITAE

- Lean toward completeness
- Exposé of work life; a “living document”
- Continuous catalog
- Less emphasis on content & action verbs
- Goal of a curriculum vitae is to...
construct a scholarly identity

Top two things to remember about resumes

1. **RELEVANCY** – how relevant is the information about yourself to the position you are applying for?
2. **CLARITY** – how clearly can you present this information to the audience reading your resume/CV?

Resume Styles

<p><u>Hybrid</u></p> <ul style="list-style-type: none"> • A combination of the chronological and functional formats • Organizes past experiences into functional headers • Generally used by individuals with divergent backgrounds • Advantage: Looks chronological but relevant experience can appear 1st – great for PH students • Disadvantage: Dates not consistent 	<p><u>Chronological</u></p> <ul style="list-style-type: none"> • Reverse date order (present to past) • Particularly effective when recent experiences are the most relevant • Emphasis on job titles and organizational names • Advantage: preferred format for employers and recruiters • Disadvantage: most recent experience might not be most relevant or important 	<p><u>Functional</u></p> <ul style="list-style-type: none"> • Focuses on qualifications of the individual • Used to highlight transferable skills & experience rather than job titles or organizations • Generally used by individuals with little experience • Advantage: relevant training and experience can be grouped together • Disadvantage: employers cannot figure where/when you gained your experience
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Let’s explore each section of a resume:

Profile/Summary - Designed to draw in the reader and emphasizes your qualifications up-front. Short sentences supported by content in your resume and match what the employer is looking for in a candidate

Education - Typically reserved only for degrees completed or to be completed. Be sure to include concentration (if applicable), relevant coursework, capstone/thesis, and honors, etc.

Experience - Highlight your experience that is the most relevant to the audience receiving your resume. Also, label different sections. Use action words to describe **what you have done.**

Professional Development - Designed to showcase all of the additional work and effort you have undertaken to develop yourself professionally. It is a **“catch-all”** for various skills and activities such as computer skills, languages, memberships, etc.

Questions to ask yourself before you begin to create/revise your resume/CV?

1. Who is my intended audience? **Answer: For-profit, non-profit, academia, research, etc.**
2. What is my biggest selling piece? **Answer: Your degree!!!**
3. What resume format do I want use? Chronological or Functional or Hybrid? **Answer: Hybrid is often most effective.**
4. How many pages should it be? **Answer: More than one page is acceptable!!**

Tips for Writing Successful Resumes/CVs

1. Start with one base resume/CV to use as your master document which includes everything. Edit your master document so it is tailored to the specific position you are applying for. Avoid “cookie-cutter” resumes/CVs.
2. Proofread, proofread, and proofread again. There should be no spelling or grammar errors in the resume/CVs.
3. Make your resume/CV easy to scan quickly – outline format. Convert to a PDF before submitting your application

Hybrid Style Resume - MPH

Tip: Think of the profile as your “30 second commercial” or “elevator speech” on paper.

John Hopkins

615 N. Wolfe Street
Baltimore, MD 21205

410-955-3333 • jhopkins@jhu.edu

Tip: Be sure to have a professional sounding voicemail message and professional looking email address.

PROFILE

Master of Public Health candidate concentrating in child and adolescent health. Health educator with over 6 years experience in both domestic and international settings. Researcher and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish, French and Russian.

EDUCATION

Master of Public Health (MPH)

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Concentration: Child and Adolescent Health

Relevant Coursework: Principles of Human Nutrition, Prenatal & Infant Growth & Development, Maternal & Child Health Legislation and Programs, Child Health and Development

Capstone: Data Analysis of Effective Child Nutrition Programs in LMIC

Honors: Sommer Scholar

Expected May 2022

Tip: Include relevant coursework to highlight your academic training.

Tip: Add Capstone title.

Bachelor of Science in Biology

University of Georgia, Athens, GA

May 2019

PUBLIC HEALTH EXPERIENCE

Health Educator/Treasurer

Latinos for Progress, Baltimore, MD

Latinos for Progress is a non-profit organization focused on providing Hispanic health outreach services, including HIV/ AIDS prevention and diabetes/ obesity prevention.

- Administer HIV/AIDS testing for Baltimore’s Latino population
- Counsel participants on health issues and help navigation of the public health system
- Act as a Spanish-English Translator for participants and medical staff
- Provide health and legal information and support to callers
- Manage 3 multi-thousand-dollar grants
- Serve as member of the executive committee and of the Community Health Advisory Board

Aug. 2021—Present

Tip: A short description of organization can help the reader better understand where you worked.

Tip: Bold your degree and job titles.

Internal Team Coordinator

Bhutan Practicum Project in Health, Baltimore, MD and Thimphu, Bhutan

- Oversaw group preparations for a trip to work with the Bhutan Ministry of Health
- Exchanged maternal and child health related information with Bhutanese counterparts
- Prepared grant proposals and requests of support

July 2020 – July 2021

Rural Health and Sanitation Volunteer

Peace Corps, Colonia Takuare, Paraguay

- Co-led national HIV/AIDS conference and training
- Designed and facilitated health training and authored a manual for teachers
- Taught classes on nutrition, dental health, intestinal parasites, and reproductive health
- Collaborated with health post on reproductive health and vaccination programs
- Developed 3 pilot programs to improve site development and communication processes

Oct. 2017 – Aug. 2020

VIRTUAL RESUMANIA

*Need help in writing, revising and/or creating your resume/CV? Look out for **VIRTUAL RESUMANIA!!!** During this event, career services staff and public health professionals will provide quick, short-term resume feedback and advice. **Can't join us???** You can always schedule a coaching appointment with the Career Services Office to schedule an in-depth resume review.*

RESEARCH EXPERIENCE

Tip: Choose labels to describe different types of experience

John Hopkins, pg. 2**Research Assistant**

Oct. 2021 – Present

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

- Collect, organize and compile of all data pertaining to project sponsored by Food & Drug Administration
- Assist in the organization and development of expert panel on measuring quality indicators
- Coordinate various sources of patient information to inform symposium focus

Faculty Research Assistant

Sept. 2019– July 2020

University of Maryland, College Park, MD

- Assisted in managing the Child Development Lab in the Department of Human Development
- Developed working relationships with a portion of the 600 participants and their families
- Scheduled annual visits with the families
- Administered visits with participants who ranged from 2 to 6 years of age
- Managed and trained 25 undergraduate research assistants
- Cultivated a number of research skills including project design, data collection through questionnaire administration, behavioral assessments, and data entry
- Computed composite scores based on questionnaire data

TEACHING/TRAINING EXPERIENCE**Trainer**

Spring 2019

Area Primary Schools: Nghezimani, South Africa

- Created and led teacher workshops on integration of HIV/AIDS into future curriculum
- Developed and presented lesson plans for life skills, family planning and HIV/AIDS prevention for host-country national students at a local secondary school

Pre-School Facilitator

Fall 2018

El Círculo de Recreación y Aprendizaje: Santa Isabel, Quito, Ecuador

- Assisted and often led class of twelve 3–6-year-olds
- Developed the children's social, language, hygiene skills
- Taught two 4th grade classes of 35 students in history, math, and science

PUBLICATIONS/PRESENTATIONS

Hopkins, J. Coylew, M.J., Dirbed, C. "The Future of Health Services: Summary of Experts," e-Health. 2020 June; 13 (3):341-7.

Rosenstein, A.H., **Hopkins, J.**, et al., "Emerging," American Journal of Medical Quality. 2019 May-Jun; 22(3):164-9.

PROFESSIONAL DEVELOPMENT

Computer/Technical Skills: Stata (Intermediate); SPSS (Basic); Qualtrics (Advanced)

Tip: "Catch-all" for anything else you want in resume.

Languages: Spanish (Fluent); French (Conversational); Russian (Conversational)

Memberships: American Public Health Association (2021–Present); Global Health Council (2021–Present); Maryland Public Health Association (2019–Present)

Travel Abroad: Paraguay, South Africa, Bhutan, Ecuador, Dominican Republic, Bangladesh, China, Peru, Colombia, Costa Rica, Mexico, Ireland, Romania, Czech Republic, Hungary, Austria

Volunteer: Coordinator, JB Grant Child Survival Week (2021–Present); Crisis Counselor, Maryland Sexual Assault Crisis Service (2018–2019)

*Hybrid Style Resume – MSPH
Profile and Education sections only*

John Hopkins

615 N. Wolfe Street
Baltimore, MD 21205
410-955-3333 • jhopkins@jhu.edu

PROFILE

Master of Science in Public Health candidate concentrating in child and adolescent health. Health educator with over 6 years' experience in both domestic and international settings. Researcher and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish, French and Russian.

EDUCATION

Master of Science in Public Health (MSPH) Expected May 2023

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Concentration: Child and Adolescent Health

Relevant Coursework (to be completed by May 2022): Principles of Human Nutrition, Prenatal & Infant Growth & Development, Maternal & Child Health Legislation and Programs, Child Health and Development

Thesis: Data Analysis of Effective Child Nutrition Programs in LMIC

Tip: Good way to show when academic training will be completed.

Bachelor of Science in Biology
University of Georgia, Athens, GA

May 2021

*Hybrid Style Resume – MHS or ScM
Profile and Education sections*

John Hopkins

615 N. Wolfe Street
Baltimore, MD 21205
410-955-3333 • jhopkins@jhu.edu

PROFILE

Master of Health Science (or Master of Science) candidate focusing in nutrition and child and adolescent health. Health educator with over 6 years' experience in both domestic and international settings. Researcher and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish, French and Russian.

EDUCATION

Master of Health Science (MHS) or Master of Science (ScM) Expected May 2022

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Relevant Coursework: Principles of Human Nutrition, Prenatal & Infant Growth & Development, Maternal & Child Health Legislation and Programs, Child Health and Development

Thesis: Data Analysis of Effective Child Nutrition Programs in LMIC

Bachelor of Science in Biology
University of Georgia, Athens, GA

May 2021

Tips for a Writing Successful Resume

1. Start with one base resume to use as your master document which includes everything
2. Edit your master document so it is tailored to the specific position you are applying for
3. Avoid "cookie-cutter" resumes
4. Make your resume easy to scan quickly – outline format
5. Education = biggest selling piece!!!
6. Proofread, proofread, and proofread again. There should be no spelling or grammar errors in the resume
7. List a page number and your name on each additional page and convert to a PDF before submitting

Chronological Style Resume

Michelle Bloomberg

615 N. Wolfe Street, Baltimore, MD 21205

Mobile: 818-999-6555

Email: mbloomberg@gmail.com

LinkedIn: www.linkedin.com/in/michellebloomberg

Tip: Adding a LinkedIn profile URL is acceptable.

PROFILE

Master of Science in Public Health student studying international health with a strong focus towards global disease epidemiology and control and vaccine science and policy. Dedicated public health professional with experience in both lab and applied research settings and expertise in:

- Epidemiology
- Data collection and analysis
- Working with cross-functional teams
- Policy evaluation
- Program implementation
- Multilingual communication

Tip: GPA is not required. It is your choice to include.

EDUCATION

Master of Science in Public Health (MSPH), GPA: 3.97/4.0 Expected May 2023

Johns Hopkins Bloomberg School of Public Health (JHSPH), Baltimore, MD

Concentration (Track): Global Disease Epidemiology and Control

Relevant Coursework (to be completed by May 2022): 3 terms of Epidemiologic Methods, 4 terms of Biostatistics, Introduction to International Health, Infectious Disease Epidemiology, Global Disease Control Programs and Policies, Foundations of Behavioral Change Interventions in Developing Countries, Managing NGOs

Tip: Certificates show specialty in academic training.

Certificate in Vaccine Science and Policy Expected May 2022

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Bachelor of Arts in Public Health, GPA: 3.7/4.0 May 2021

Widmore College, Widmore, IL

Honors: Phi Beta Kappa, Widmore Scholar

Tip: Graduate GPA: add if 3.6 or higher
Undergraduate GPA: add if 3.2 or higher

EXPERIENCE

Vice President Fall 2021 – Present

African Public Health Network, JHSPH

- Assist in student group oversight, volunteering, coordinating events and funding
- Serve on the 2021 World AIDS Day Planning Committee
- Coordinate a school-sponsored Run for Africa event
- Volunteer for Episcopal Refugee and Immigrant Center Alliance

Tip: Use present tense verbs for current positions.

Research Assistant July 2020 – Aug. 2021

Clinton Health Access Initiative (CHAI)

- Promoted the informed policy on HIV vaccine uptake in low income countries
- Assisted the communications team with material cataloging and updates
- Researched special topics such as modeling HIV supply/demand/cost
- Assisted with Project Premonition team to test a new mosquito trap design

Tip: Use past tense verbs for older positions.

M. Bloomberg, pg. 2

Program Intern

Jan. – May 2020

Bill & Melinda Gates Foundation

Recipient of the Gates Foundation award for Population and Reproductive Health

- Conducted research examining risk factors for malaria in pregnant women in rural villages
- Developed the protocol and questionnaire for study
- Managed, collected and analyzed data which will assist in future research at the project site

Monitoring and Evaluation Intern

Sept. – Dec. 2019

PATH Malaria Vaccine Initiative (MVI)

- Created a database for a unified country evaluation system of advocacy activities
- Conducted malaria-related research for the advocacy project
- Wrote and edited fact sheets and success stories
- Ensured the quality of data submitted by community health centers via on-site visits
- Supervised implementation of National Malaria Program treatment and prevention policies
- Coordinated with local authorities for sites of new advocacy field research

Senior Research Assistant

Summer 2019

Widmore College

- Performed a comprehensive genetic screen to discover new genes involved in insect olfaction leading to the discovery of a probable new class of odorant receptors
- Assisted with qualitative and quantitative analysis, quality assurance and quality control
- Trained and supervised two laboratory technicians and two research assistants

Laboratory Assistant

Winter 2019

Crane Chemical Senses Center

- Performed general laboratory tasks including preparing slides for health related studies of the effects of malaria outbreak and direct patient studies

Child Life Volunteer

Fall 2018

Children’s Hospital of Chicago

- Consoled and entertained hospitalized children and infants to provide relief and comfort during traumatic and stressful times in their lives

PUBLICATIONS

Boston, R., **M. Bloomberg**, et al. (2018).” Physical Functioning in Women with HIV”; Public Health Magazine; November 2018, New York, NY.

Tip: Professional development is “catch-all” for anything else you want on the resume. Make sure to include levels of proficiency in skills sections.

PROFESSIONAL DEVELOPMENT

Language Skills: French (Fluent); Arabic (Fluent); Swahili (Basic)

Computer Skills: Stata (Biostatistics computing software); Microsoft Office products (Word, Excel, and PowerPoint); Filemaker Pro; ArcGIS

Memberships: Global Health Council (2021-Present); Officer, JB Grant Society (2021-Present)

Functional Style Resume

Paige Health

600 N. Wolfe Street
Baltimore, MD 21205

410-955-3034 • phealth@gmail.com
[linkedin.com/in/paigehealth](https://www.linkedin.com/in/paigehealth)

PROFILE

Master of Science student studying epidemiology with additional training in humanitarian assistance. Public health researcher with strong skill sets on program management and implementation of resources. Fluent in French and conversational in German. Extensive experience with Stata and SAS.

EDUCATION

Master of Science (ScM) in Epidemiology Expected May 2022
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Tip: Add certificates on separate line.

Certificate in Humanitarian Assistance Expected May 2022
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Bachelor of Arts (BA) in Anthropology May 2019
State University, Eastham, MA

Tip: Used to demonstrate “skills” learned in the classroom. More descriptive than just listing relevant coursework under degree.

PUBLIC HEALTH TRAINING

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD Aug. 2021 – Present

Principles of Epidemiology (Fall 2021)

- Designed studies using basic epidemiologic methods
- Identified the place of epidemiology in preventive medicine and disease investigation
- Reviewed papers and assess the validity of their design and their inferences

Social Epidemiology (Fall 2021)

- Identified and described four distinct core areas of research
- Applied concepts, theories, and methods from the field of social epidemiology to a research problem

INTERNATIONAL EXPERIENCE

- Assisted in the implementation of child-focused mobile medical units to serve 2000+ vulnerable Iraqi refugee children, including the training of school officials, development of operational plans, provision of logistical support, and development and implementation of a monitoring and evaluation system
- Developed and submitted funding and project proposals for both the Jordanian government and international funding agencies such as UNICEF, United Nations Development Programme (UNDP), and the US Bureau of Population, Refugees and Migration
- Identified, compiled and mapped the psychosocial and mental health services available to refugees and vulnerable Jordanians in the Amman area
- Supervised a health assessment study of Iraqi refugees including training interviewers, sample supervision, data management and quality control and analysis of study findings
- Conducted research on the psycho-social and behavioral risk factors associated with poor adherence to highly active anti-retroviral therapy (HAART) for AIDS in Botswana
- Assisted in providing medical care, primarily malaria, pre-natal and wound care, for the displaced Batwa people in rural southwest Uganda
- Analyzed barriers in villagers rural sub-Saharan Africa face in accessing adequate health care

P. Health, pg. 2**RESEARCH EXPERIENCE**

Tip: Different sections highlight cumulative experience over time.

- Identified and enrolled eligible patients and their families at primary care clinic serving primarily low-income families in inner-city Baltimore for a study on how the relationships between health providers and parents of infants affect how well parenting advice is followed
- Administered initial and follow-up surveys to eligible patients in Baltimore
- Monitored patient appointments and clinic attendance
- Compiled and analyzed data on global trade by researching and evaluating sources for two journal articles on double standards in international agricultural trade and the impact of trade liberalization on agricultural productivity in sub-Saharan Africa
- Conducted extensive reviews of the literature on epidemiology and disease surveillance for USAID funded research project
- Assisted with data entry and analysis on study related to establishing new intervention and safety planning program
- Engaged in research site recruitment and participant retention by creating new recruitment materials and outreaching to local health clinics, and hospitals
- Trained in conducting qualitative interviews for research studies by faculty

WORK HISTORY

Tip: Be sure to include work history in reverse chronological order.

Research Assistant, Harriet Lane Pediatric Clinic, Baltimore, MD (Sept. 2021-Present)

Program Support Officer, International Medical Corps, Amman, Jordan (July 2020-Aug. 2021)

J. William Fulbright Fellow, Gaborone, Botswana (Aug. 2019-July 2020)

Research Assistant, Infectious Disease Care Center, Gaborone, Botswana (Aug. 2018-July 2019)

Medical Support Staff, Bwindi Community Health Centre Kanungu District, Uganda (Summer 2018)

Volunteer, SHAWCO Mobile Health Clinics Cape Town, South Africa (Feb.-June 2018)

Volunteer, Treatment Action Campaign Cape Town, South Africa (Feb.-June 2018)

Research Assistant, Boston University, Boston, MA (Aug. 2017-May 2018)

PROFESSIONAL DEVELOPMENT

Language Skills: Fluent English, French, Conversational German

Computer Skills: Proficient in Word, Excel, Access, PowerPoint, Stata, SAS, EpiData, research search engines including LexisNexis and PubMed

Training: Medication Adherence Training and AIDS Care Fundamentals Workshops, Botswana, KITSO AIDS Training Program AIDS Initiative Partnership (April 2021)

Tip: Can also include certifications, volunteer activities, conferences attended, etc.

Curriculum Vitae

Matthew Bloomberg, MSPH

Home Address:
 978 Lombard Street
 Baltimore, MD 21202
 Cell: (555) 555-5551
 Email: mbloom@gmail.com

Office Address:
 Johns Hopkins Bloomberg School of Public Health
 615 N. Wolfe St, W2300
 Baltimore, MD 21205
 Email: mabloombe@jhu.edu

EDUCATION

Expected Dec. 2023

Tip: Dates on the left margin

Doctor of Philosophy (Ph.D.)
 Department of International Health, Global Disease Epidemiology and Control
 Johns Hopkins Bloomberg School of Public Health (JHSPH), Baltimore, MD
Dissertation: Indirect Benefits of Rotavirus Vaccination in Bangladesh (Dr. John Hopkins)

May 2018

Tip: Include dissertation/thesis titles.

Master of Science in Public Health (MSPH)
 Department of International Health, Global Disease Epidemiology and Control
 JHSPH, Baltimore, MD

May 2016

Bachelor of Arts (BA)
 Biology, Hartwick College, Oneonta, NY
Senior Thesis: Impact of Agricultural and Wastewater Treatment Facility Runoff on the Incidence of Antibiotic Resistant Bacteria in Streams (Dr. Paige Health)

RESEARCH EXPERIENCE

Aug. 2020 – Present

Tip: Add names of faculty you work with.

Research Assistant, Center for Immunization Research, Department of International Health, Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
Principal Investigator (PI): Dr. John Hopkins

- Lead study coordination, protocol development, data management and analysis for Phase I and Phase II studies of new enteric vaccines
- Perform extensive secondary data analysis which has resulted in three manuscripts including a first-author publication currently under review
- Develop and optimize numerous microbiology and immunology techniques
- Played key role in writing small grants resulting in funding of \$250,000 (Dr. John Hopkins)

Nov. 2017 – May 2018

PHASE Intern, Maryland Department of Health, Epidemiology and Disease Control Program, Baltimore, MD

- Conducted an assessment of Hepatitis C Virus screening and treatment practices of providers serving individuals with limited resources (Dr. William Penn)

July 2015 – Aug. 2016

Research Technician, Partners AIDS Research Center, Massachusetts General Hospital, Harvard Medical School, Boston, MA

- Performed molecular and immunology assays for studies on Hepatitis C virus infection, including mammalian tissue culture, DNA extraction, elispot, lymphoproliferative assays, chromium release assays, intracellular cytokine staining, tetramer/pentamer staining, and multicolor flow cytometry
- Established innovative methodologies for long term culturing of murine regulatory T cells (Dr. Matt George & Dr. Lee Michael)

July 2014 – June 2015

Lab Manager, HCV Group, Partners AIDS Research Center, Massachusetts General Hospital, Harvard Medical School, Boston, MA

- Oversaw training and supervision of new technicians, management of BL2+ tissue culture room, and ordering of reagents and supplies
- Utilized transgenic mouse model of Hepatitis C infection to investigate regulatory T cell function (Dr. Lee Michael)

M. Bloomberg, pg. 2

TEACHING EXPERIENCE

2018 – 2021

Teaching Assistant, Department of International Health
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

Course title: Clinical Vaccine Trials and Good Clinical Practice:

- Developed course materials in conjunction with instructors, communicated with students, maintained course website, and graded assignments; 5 terms (Samantha Brown & Julie Smith)

Course title: Clinical and Epidemiologic Aspects of Tropical Diseases

- Scheduled guest lecturers, communicated with students, maintained course website, and graded exams and assignments; 3 terms (Dr. Jim Miller & Dr. Cooper Sims)

Course title: Introduction to International Health

- Facilitated discussion group sessions, held office hours, and graded assignments; 1 term. (Dr. Pat Sajak)

Jan. 2015 – June 2016

Tutor, Study Smart, Boston, MA

- Conducted private, in-home tutoring for SSAT/ISEE, PSAT, and SAT prep and academic subjects

SCHOLARSHIPS

Sep. 2018 – Aug. 2020

Clinical Trials Training Program in Vision Research (Full Tuition), National Eye Institute Training Grant Number EY 07127, National Institutes of Health

May 2018

Clements-Mann Fellowship, Johns Hopkins Bloomberg School of Public Health

PROFESSIONAL TRAINING

May 2018

Certificate in Vaccine Science and Policy, Department of International Health, Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

December 2017

Clinical Vaccine Trials and Good Clinical Practice (GCP), Johns Hopkins Bloomberg School of Public Health, Center for Immunization Research, Baltimore, MD

PROFESSIONAL MEMBERSHIPS

2020 – Present

American Society for Microbiology

2018 – Present

Global Health Council

PUBLICATIONS

Bloomberg M., Namaz, L., Kite, R., Elliott, F., Cadwell, M. [2020], Malnutrition levels in children in developing South American nations, *Journal of Vaccine Science*.

Bloomberg M., Rudy, M., James, L., Anthony, C., Waterson, S., Lewis, M. [2019], Comparative evaluation of the antibody in amyotrophic lateral sclerosis (ALS) and enzyme-linked immunospot (ELISPOT) assays for measuring mucosal immune responses to Shigella antigens, *Journal of Vaccine Science* 23:6214–6987.

PRESENTATIONS

Namaz, L., Kite, R., Elliott, F., Cadwell, M., **Bloomberg M.** Volunteers receiving live CETC vaccine have reduced severity of illness following H10407 challenge. Presented at the 8th International Conference on Vaccines for Enteric Diseases, Cannes, France, 2020.

Rudy, M., **Bloomberg M.**, Fatima, P., Honda, V., Taeroe V., Deering, R., Nuracum, L., Burg, P., Walker, T., Lundgren D., Swenarole, Q. Immune Responses in Volunteers Challenged with Enterotoxigenic *E. coli*. Presented at the 7th International Conference on Vaccines for Enteric Diseases, Malaga, Spain, 2019.

STRONG ACTION WORDS

accomplished	cut	indoctrinated	purchased
achieved	decreased	influenced	recommended
acted	delegated	informed	reconciled
adapted	demonstrated	initiated	recorded
addressed	developed	innovated	recruited
administered	devised	inspected	reduced
advanced	diagnosed	installed	referred
advised	directed	instigated	regulated
allocated	dispatched	instituted	rehabilitated
analyzed	distinguished	instructed	remodeled
approved	diversified	integrated	repaired
arranged	drafted	interpreted	represented
assembled	edited	interviewed	researched
assigned	educated	introduced	restored
assisted	eliminated	invented	restructured
attained	enabled	launched	retrieved
audited	encouraged	lectured	revitalized
authored	engineered	led	saved
automated	enlisted	maintained	scheduled
balanced	established	managed	schooled
budgeted	evaluated	marketed	screened
built	examined	mediated	set
calculated	executed	moderated	shaped
catalogued	expanded	monitored	solidified
chaired	expedited	motivated	solved
classified	explained	negotiated	specified
coached	extracted	operated	stimulated
collected	fabricated	organized	streamlined
compiled	facilitated	originated	strengthened
completed	familiarized	overhauled	summarized
composed	fashioned	oversaw	supervised
computed	focused	performed	surveyed
conceptualized	forecast	persuaded	systemized
conducted	formulated	planned	tabulated
consolidated	founded	prepared	taught
contained	generated	presented	trained
contributed	guided	prioritized	translated
controlled	headed up	processed	traveled
coordinated	identified	programmed	trimmed
corresponded	illustrated	projected	upgraded
counseled	implemented	promoted	validated
created	improved	provided	worked
critiqued	increased	published	wrote

COVER LETTERS

The importance of a strong, well-written cover letter cannot be overstated. A cover letter is used to introduce yourself to a potential employer and provide insight into your resume. It should highlight key skills and abilities relevant to the qualifications in which the employer is interested rather than a duplication of your entire resume. A cover letter should be concise and present a clear idea of what you can offer the employer. It demonstrates your ability to communicate in writing and organize your thoughts in a cohesive manner, both of which are pertinent to most positions. ***It is your first writing sample to a new employer...so make your first impression a good one!***

Cover Letter Structure

- One page (two pages are acceptable for academic positions)
- 3-5 paragraphs; No more than five sentences per paragraph
- Use key words, action words, and adjectives describing your skills
- Be sure each cover letter is specifically tailored to the position you are applying for
- Mention contacts and referrals (if applicable)
- Try to address to an individual; only use “Dear Hiring Manager” or “Dear Human Resources” if needed

Getting Started

- Your return address at the top of the page
- The date will appear two lines below the return address (make sure to write out the date; don’t abbreviate)
- Include company contact information (contact name and title, address, and phone number) two lines beneath the date
- The salutation will fall two lines below the addressee information
- Begin with “Dear Mr.” or “Dear Ms.”, followed by the person’s last name

Introduction Paragraph

The introduction paragraph should:

- State your specific interest (include the job title you are seeking)
- Use strong statements that will motivate the employer to read further
- Use a reference to previous discussions or contact - give specific dates to help the reader remember
- Establish your knowledge of the employer
- Be concise (2-4 sentences)
- Catch the reader’s attention

Body of the Letter

The body of the letter should:

- Be one to three paragraphs
- Be no longer than two to five sentences per paragraph
- Be your **“SALES PITCH”**
- Be written using short but complete sentences
- Show how your background matches the employer’s criteria; emphasize your functional skills
- Use a specific example of your skills (if applicable)

Closing Paragraph

The closing paragraph should:

- State that your resume is included for review
- Name the action to be taken – (offer specific date of action)
- Thank the recipient

1876 W. Terrace St., Apt #3
Baltimore, MD 21218

January 12, 2022

Shelia Westwood
Human Resource Manager
Global Health International
1 Westwood Drive
Arlington, VA 22210

Dear Ms. Westwood,

I was excited to see that Global Health International (GHI) is seeking candidates for the Global Health Specialist position. Dr. Barbara Watts, Senior Health Specialist at GHI made me aware of the position and recommended that I submit my application. I am confident that my previous experience as well as my skills in behavior change communication and program development would prove useful in the position.

In May 2022, I will complete my Master of Public Health (MPH) degree with an emphasis on child and adolescent health. Prior to studying for my degree, I worked with a non-profit organization that focused on providing Hispanic health outreach services to the local community. In this position, I administer HIV testing, counsel participants on health issues, and manage multiple grants. In addition, I have worked in Bhutan as a team coordinator and with the Peace Corps designing and facilitating health trainings in Paraguay. I also have experience in research in academic settings.

I believe that my skills and work experience in global health would be a good match for the Global Health Specialist position at Global Health International. I have enclosed my resume and look forward to discussing my qualifications with you in the near future. I will plan to follow up two weeks after the position closing date. In the meantime, I can be reached at (410) 955-3034 or via email at jhopkins@jhu.edu. Thank you for your time and consideration.

Sincerely,

John Hopkins

John Hopkins

Enc: Resume

Sample Cover Letter for an Academic Position

January 12, 2022

Dr. James Gerontology
Department of Epidemiology
Emory University School of Public Health
Atlanta, GA 30334

Dear Dr. Gerontology,

I am writing in response to your notice in the November issue of the *Journal of Epidemiology* regarding the position of Assistant Professor of Epidemiology in your department. I am currently a doctoral candidate at the Johns Hopkins Bloomberg School of Public Health and expect to complete all requirements for the degree by March 2022.

My dissertation deals with the evaluation of access to health care in the metropolitan Philadelphia area. Through my association with the National Association of Health Services Executives (NAHSE), I interviewed 80 mothers participating in various parent education programs. From the qualitative data I gathered, as well as from quantitative data collected by NAHSE, I am evaluating the efficacy of the programs. In addition, the qualitative data have led me to challenge cultural assumptions about health care practices and to consider issues surrounding the mainstream definitions of seeking medical treatment. Since the populations I have studied are largely poor minorities, I am examining the role of social norms and the family experience of these parents.

As you can see from my CV, I have been most fortunate in my graduate student career to have had ample opportunity both to teach and conduct research. As a teaching assistant and as an instructor of my own courses, I have been afforded a great deal of experience with a wide range of courses, including Qualitative Methods, Outcomes Research and Environmental Induced Illness; a list of my teaching interests can be found on my CV. The anonymous reviews by my students have been consistently laudatory, citing my knowledge, teaching style, and enthusiasm as highlights of the courses. I am committed to working with students and have maintained professional relationships with many of them years beyond the classroom.

My research interests are as varied as my teaching. I have engaged in organizational research for the past three years with Dr. Chad Everett at the University of Michigan, School of Public Health. One article stemming from this work, "Comparing Community Health Centers, Hospital Outpatient Departments, and Physician Offices," has recently been published in the *Journal of the American Medical Association (JAMA)*. In addition, I have worked extensively with Professor Jane Arbor, formerly of Bryn Mawr College and currently of the University of North Carolina – Chapel Hill School of Public Health. This work has included my master's project on quality health care for the medically under-served in North Carolina. Recently, I independently conducted research on female crack addicts in rehabilitative programs, a project which I eventually hope to address in a series of short papers.

I have been an active member of the academic and social communities at both Schools of Public Health at Johns Hopkins and the University of North Carolina. I have served on numerous committees and have been a vigorous and enthusiastic participant in university life. My involvement spans groups as serious as the University Academic Planning and Budget Committee, the Provost's committee to which only two graduate students are appointed each year, and as whimsical as the annual talent show, which I originated and continue to run each year.

I believe that I would be an asset to your department and university and would welcome the opportunity to discuss the assistant professorship with you further. I look forward to hearing from you.

Sincerely,

T. L. Candidate

T. L. Candidate

NETWORKING

Networking can mean different things for different people. But most importantly, networking is **simply talking and listening** to people while at the same time **developing relationships** around **common interests and experiences**. Or put more simply, networking is how you met your friends, selected your classes, chose your concentration, or decided where to go for lunch/dinner. Why network? *Simply because networking is the most effective strategy for getting a job.* It is important to know that only 15% of available jobs are advertised through online resources, newspapers, and trade journals. That means that the other 85% are found by being in the right place at the right time or through word of mouth. So, the saying, "It's not what you know, but who you know!" takes on new meaning. The theory behind networking is relatively simple, but to get results, it takes time, energy, and focus.

TYPES OF NETWORKS

Personal

- Immediate family
- Relatives, near and far
- Close friends & casual acquaintances
- Distant friends, old friends, ex-roommates
- People in your neighborhood – your doctor, dentist, insurance agent, broker, personal banker, mechanic, spiritual leader, or counselor

Professional

- Colleagues in your organization: superiors, subordinates, peers, secretaries, support staff
- Colleagues in other organizations
- Competitors and professional acquaintances
- Board of Directors, board of trustees and advisory boards
- Professors, classmates, and alumni

Community

- Community or volunteer organizations (Boy Scouts, Girl Scouts, United Way)
- Professional, cultural, and civic organizations
- Philanthropic organizations and fundraising groups
- Public-private organizations
- Business development organizations
- Chambers of Commerce

Basics of networking

Networking is about building relationships and connections in a purposeful, organized way. Networking is not quickly acquiring names of people just to get a job. Networking is about **creating advocates for yourself** that can pay attention to opportunities on your behalf. Or they can refer you to individuals that might help in your job search and connect you to job opportunities either before they are posted, or ones that an organization is looking to fill from a known source and never formally posts. Networking is much more about **"planting the seed"** with others so they can help you out not in the short term, but in the long term.

Why is networking so stressful?

The "meeting" people part of networking can be intimidating – **it takes us out of our comfort zone!** Many of us are not naturally extroverted people who like to "work a room." How do you overcome this anxiety? Start by knowing a little bit about yourself. Try to answer these questions: 1. **What is my career trajectory?** 2. **Where do I see myself headed?** 3. **Where did I come from?** Next, begin identifying people who might know something about the type of job you want. Then, establish priorities. Where will you start? Professional directories, colleagues, business correspondents during the past year are a possibility. *Don't confine your network to contacts in your profession.* The key to successful networking lies in understanding that you aren't directly asking for someone to help you find a job. Instead, you're looking to create a low-key, low-intensity, low-stakes, low-demand and low-risk to **both parties** that does not have many strings attached.

OneHop

What is OneHop? - One-Hop is an easy-to-use platform that will allow you to build connections with JHU alumni. **OneHop Mentoring** builds purposeful connections between current students and selected alumni mentors. **OneHop Alumni** provides a community for alumni to network with one another, and to offer guidance to fellow alumni and students. Visit <https://onehop.jhu.edu/page/students> for more details.

What happens when I sign-up? - Alumni recommendations will be made based upon your profile information. You can also browse our community of professionals by industry, major, location and more. Once you reach out to connect, you will be offered different options to schedule and conduct a meeting. The method you use to hold your meeting (virtually or in-person) will be up to you and the alum to coordinate.

How can I get the most out of this platform? - Be active! Ask questions and make new connections. Don't be afraid to reach out to someone. People are waiting for you to connect with them. Everyone in our community is here to support you. Also check out the Discussion board to see the types of information that is being shared by students and alumni.

How do I get started? - 1. Click "Join Our Community!" 2. Select "Log-in with JHEDID button" 3. Type in your JHEDID and password 4. Complete your profile 5. Start exploring the networking community!

INFORMATIONAL INTERVIEWS

Informational interviews are one of the easiest and most effective ways to meet people in a professional field in which you are interested. Tapping into the knowledge of others will provide you with invaluable information to help you as you make career decisions. Informational interviews are meetings you arrange with a person who currently does the job you think you might want, or who has specific knowledge of an occupation or industry of interest.

What to remember:

1. You are not asking for a job
2. Think like a reporter gathering information and asking good, open-ended questions
3. Planting the “seed” for future help
4. Tap into the fact that people generally like to talk about themselves and usually are willing to help
5. Initiate contact via email first
6. Confirm date, time, and offer to call or meet with them face-to-face
7. Timely follow-up is the key to maintaining and establishing the connection

What questions to ask:

1. How did you begin your career? **OR** What was your career trajectory?
2. What ways do you use your JHSPH training in your current position? **OR** How did your JHSPH training prepare you for this role?
3. What advice would you give for anyone transitioning from school to working?
4. Can you describe your typical day to me?
5. What is it like to work at your organization?
6. Can you suggest anyone else I could contact for additional information?
7. What challenges are facing this industry today? **OR** What changes do you see occurring in the next 10 years?

GOALS OF INFORMATIONAL INTERVIEWING

1. **Create advocates** – at the conclusion of a good informational interview, you will have established a new professional relationship with your contact. This contact will become an “advocate” for you-keeping their eyes and ears open for any potential opportunities.
2. **Influential introduction** – if the contact you meet does not have the means to help you out directly, perhaps he/she can provide you with an “influential introduction” to another colleague that might be better suited to you. Having someone else vouch for you goes a long way in helping to meet new contacts.
3. **Personalizes your job search** – your job search is about you, the person. People want to hire people that they think they know. Get out from behind your computer, go out and meet people. The more you do it, the better you will get at it and the easier networking will become.

HOW TO GET STARTED WITH INFORMATIONAL INTERVIEWING

Email is the preferred method for starting any type of informational interviewing. It is less intrusive than a phone call and the recipient can decide to respond at a time that works best for them. Be sure to mention how you got his or her name. *You can customize this email template to begin your informational interview.*

1. Introductory email

Subject line: Questions from a current JHSPH student

Email Text: My name is _____, and I came across your information in a search of _____ in the _____. I’m curious to learn more about your career path and about your work at (name of organization). I’m emailing you today to see if it would be possible to find a convenient time in your schedule for an informational interview. I’d only ask for approximately 30 minutes of your time as I’m sure your schedule is quite busy.

Tip: Do not attach anything but offer to send more information like a resume /CV.

If necessary, I can send you more information about myself and what I’m currently doing at the Bloomberg School of Public Health. I’m hoping you’ll be able to accommodate this request.

Thanks in advance for your consideration and I look forward to hearing from you soon!

Sincerely,

John Hopkins
MPH Candidate, May 2022

2. Follow-up email exchangesPossible email reply from recipient:

John-

Thanks for your email. I would be happy to speak with you about my career path and what is like to work with my organization. I really love it here!!!

Please send me a copy of your resume/CV so I can review it before we talk. Let's plan to have a conversation for 20-30 minutes via phone in the next couple of weeks. My flexible days are Wednesday, Thursday, and some Fridays. Have a good weekend!

Mike Health
ABC International

Your email reply:

Tip: Plan to write back in 24-48 hours if possible. Maintain momentum.

Mike-

Thanks so much for getting back to me. Attached you will find my resume. Next Wednesday, November 10th is a good date for me. Would a phone call or a Zoom meeting at 1 pm EST work for you?

Look forward to speaking with you soon.

John Hopkins
MPH Candidate, May 2022

3. Confirmation email - Offering to call

Mike-

We are confirmed for Wednesday November 10th at 1 pm EST to speak over the phone. I will plan to call you at the number in your contact information. Should you need any additional information prior to our meeting, please don't hesitate to contact me.

John Hopkins
MPH Candidate, May 2022

4. Confirmation email - Sharing Zoom information

Mike-

We are confirmed for Wednesday November 10th at 1 pm EST to meet over Zoom. Here is a Zoom information.

John Hopkins is inviting you to a scheduled Zoom meeting.

<https://jh.zoom.us/j/93360971458?pwd=WjhUbUxBdGtPK2tJWStpWno3djY0Zz09>

Meeting ID: 933 6097 1458

Passcode: 123456

Should you need any additional information prior to our meeting, please don't hesitate to contact me.

John Hopkins
MPH Candidate, May 2022

NETWORKING IN A DIGITAL AGE

Using Technology in the job Search

Because almost all jobseekers are using technology today in conducting their job search, it is important to remember proper “netiquette.” Many jobseekers use the internet to identify potential employers and apply for jobs, but now many more employers are using social media to recruit for their organization. According to a recent report from a recruiting website, over 80% of employers are using social media in their recruiting practices so you want to be sure your digital image is updated and the information about you is accurate.

Employers and Social Media Sites

In the 20th century, employers mainly had to rely on the “paper information” you presented about yourself, such as resumes, cover letters, transcripts, etc. Employers did not really get a chance to know who you were until either they spoke with you over the phone or when they met you during an interview. Today, employers have many more resources at their disposal to learn more about you. Websites like Facebook, Google, LinkedIn, etc. can often provide information which will have a significant impact on the impression an employer has about a potential candidate. When applying for jobs, protect yourself and avoid revealing too much personal information. If you are not sure about what should be seen, consider using the “Grandma Rule” – would you want your grandmother to see your online profile?

REFINING YOUR DIGITAL IMAGE

Your Online Digital Trail – Where does it go?

It is recommended that you do a Google search on your name every 3-6 months just to see what results come up. Are you satisfied with the results? Are you confident prospective employers will see your results favorably? Take these steps to be sure your Google search turns up the information you want to see.

1. **Clean up digital dirt.** Remove any photos, Facebook photo tags, content and links that can work against you in an employer’s eyes.
2. **Keep your thoughts to yourself.** Avoid writing negative comments about co-workers anywhere on the Internet (i.e., blogs, comment sections, etc.). This only makes employers question how you will act as a potential employee. Keep the content you post focused on positive things.
3. **Be selective about whom you accept as friends.** Don’t forget others can see your friends when they search for you. Change your privacy settings or better yet, temporarily shut down your account. Just like with everything else that is available online, you want to be sure you have some control, or an idea of what others are seeing about you.

THE POWER OF SOCIAL NETWORKING

LinkedIn has become a powerful tool in helping professionals connect both virtually and face-to-face. Currently, LinkedIn has over 756 million members and it is the world’s largest professional network on the Internet. As a student, you can utilize LinkedIn to...

- Build your professional network
- Connect to alumni and other public health professionals
- Learn and keep up to date about current trends

In addition, LinkedIn can allow you to passively job search. More and more recruiters are searching LinkedIn profiles to find qualified applicants to fill positions. It is very important to make sure your LinkedIn profile is complete with information from your resume. Details like your education, work history and skills will help to enhance your online reputation.

PROPER “NET”IQUETTE

- Use smart, professional subject lines in emails
- “Think Before You Hit the Send Button”
- Do not use inappropriate email addresses – @jhu.edu or Gmail email address is fine
- Don’t mass-email your resume. Generally, unsolicited resumes do not get read. Experts say that only two out of every 100 unsolicited resumes are read
- Send the resume to a specific person with a cover letter type of message in the body of the email indicating your intent to follow-up
- Follow-up by phone or email for each resume you send
- If you’re concerned about the visual quality of a resume you are sending by email, consider converting your document into a PDF

JOB SEARCHING

Searching for a new job can be a daunting prospect for any professional. Securing the right position takes hard work, research, persistence, and good instincts. Below are some strategies to help you make the most of your search efforts:

- **Clarify your career goals.** Take the time to evaluate what you want out of your career. What does your ideal job look like to you? What is your career trajectory? Write your answers to these questions and keep these in mind during your search.
- **Research the market.** Know as much as possible about the organizations that interest you. You can find this information through company websites, **Handshake** (<http://jhu.joinhandshake.com>), local newspapers, state industrial directories, and reference books. Try targeting a few companies in which you are interested (whether they are advertising or not) and calling to see if they are hiring in the near future.
- **Network.** Identify and choose people to connect with. Be thorough and creative in compiling your list of people to contact. Begin with people you know faculty, classmates, former employers and colleagues, family members, and alumni. Collect new contacts; develop relationships. Create advocates for yourself to be aware of opportunities on your behalf. Develop a networking plan: make calls, send emails and letters. Have business cards printed and with you at all times.
- **Location vs. Industry.** A question to ask yourself - is geographic region more important to me or is the industry/company more important to me? An answer to this question may help you to decide between what you want and what you're willing to accept.
- **Reverse pyramid.** Consider starting your job search broadly at first and then narrowing it down as you progress further in your education and training.
- **Brush up on skills.** Online courses can help you stay current. You might also want to evaluate how your soft skills could be improved; consult friends, former colleagues, or career staff for tips.
- **Make your case in writing.** Ensure that your resume and cover letter are error-free – ask a career services staff member to double-check both for spelling and grammar.
- **Consider temporary employment.** Professional-level temporary assignments enable you to work for companies of all sizes and across many industries. You'll gain valuable experience that just might help you land your next job.

Searching for a position is full-time work in itself. By following the suggestions above, you'll be well on your way to clarifying your career goals and building skills that will serve you well in your next job –and future jobs.



Advance your career with **Handshake** - <http://jhu.joinhandshake.com>

Handshake is the new university wide platform to:

- Connect with career services staff and resources
- Find jobs and internships
- Learn about recruitment events, career fairs and professional development opportunities
- Access information on over 50,000 employers

For more information and assistance in accessing the system, contact JHU Handshake Support Team at handshake@jhu.edu or the Career Services Office at JHSPH.careers@jhu.edu.

JOB SEARCH STRATEGIES FOR INTERNATIONAL STUDENTS

International students are encouraged to include skills assessment in the job search process while completing academic studies. Visit the Career Services Office to find out what services are available to you. Talk with a career coach who can help identify your skills, interests, and abilities and assist you with identifying what jobs might be appropriate. In addition, you can discuss the best strategy for translating previous overseas experience.

Internships

An internship experience in the U.S. enhances your skills and adds American work experience to your credentials. In addition, it provides valuable networking contacts with potential employers and professionals in your field and gives you exposure to the work environment of an American or multinational company. Similar benefits accrue for students who pursue work experience in other countries or at home.

Rules of the American Job Search Process

For positions in the U.S., begin eight to ten months in advance of the date you wish to be employed. This will help you to become familiar with the American job search process and allow adequate time to research employers, develop job search skills, and conduct the search. Meet with a career consultant to discuss goals and plans for your job search. Take advantage of the workshops offered throughout the academic year to develop your job search skills and gain confidence in American-style interviewing.

Office of International Services (OIS) <http://ois.jhu.edu/>

The Office of International Services (OIS) is the sole unit at Johns Hopkins dedicated to providing consistent, exceptional immigration services and international programming support for all Johns Hopkins divisions and their international students, scholars, faculty, researchers, and staff in the United States. OIS serves over 3,300 international students from more than 130 countries, as well as over 3,000 international visiting scholars, faculty, researchers, staff, and their dependents annually through our five service locations at Harbor East, Homewood, Medical Institutions, Peabody Institute, and Washington, D.C.

OIS @ Medical Institutions

General questions: internationalservices@jhmi.edu

F-1 and J-1 Student questions: intl-students@jhmi.edu

J-1 Scholar questions: J1-Scholars@jhmi.edu

H-1B and other employment questions [i.e. TN, O-1, E-3, etc...] H1B-Employment@jhmi.edu

J-1 ECFMG Alien Physicians: J1ECFMG@jhmi.edu

Want to Talk with an Expert?

By Phone: 667-208-7001

Advisors are available by phone Monday, Tuesday, Thursday and Friday 9am-12pm and 1pm-4pm. General hours of operation are Monday through Friday, 8:30am - 4:30pm.

Stay Informed and Stay Connected

The OIS is committed to keeping our students, faculty and staff informed about updates or changes in immigration, as well as changes in institutional policies or practices. From our latest blog post, to presentations, the OIS will continue to update the [News](#) and [Event Calendar](#) section with pertinent information and announcements. Be sure to visit the follow pages regularly to stay in the know!

Hiring in the U.S.

Meet with an international student advisor in the Office of Office of International Services at Medical Institutions, to learn about regulations governing practical training and employment, and prepare to educate potential employers about visa issues and practical training. Some employers may be reluctant to hire individuals who are not permanent residents or citizens of the U.S. because:

- They have government contracts which preclude hiring non-U.S. citizens.
- They view the process of understanding and working with immigration laws and visas as too complex.
- They have a wealth of other qualified candidates from which to choose.

Be prepared to answer these questions: "Why should I invest time and resources in hiring you for only twelve months of practical training?" "What happens after practical training ends?" "Are you willing to return to your home country or

relocate to another country?" Appropriate responses impact the outcome of the interview. Remember to apply for a social security number. This is a requirement if you are considering employment in the U.S.

Employer Expectations

Make sure you understand the cultural dynamics and overall expectations of working in an American organization. U.S. employers expect their employees to be hard-working, creative, problem solvers, and independent workers as well as team players. The ability to communicate well is important. In addition, employers appreciate a professional style of dress and personal interaction that is direct and assertive, not aggressive. Work with a Career Services coach to better understand American employer expectations and attitudes and become familiar with this type of work environment.

Start a Networking Campaign

While you may have excellent credentials and an impressive academic record, you will need to find contacts that can assist you in your job search. Do not ignore direct sources of finding a job such as internet advertisements or job fairs. You will find that personal contacts (family, friends, faculty, classmates and alumni) can help you discover valuable opportunities and introduce you to prospective employers. Look for expatriates and tap into their cultural network. It is also helpful to seek out professional organizations such as the American Public Health Association (APHA) and the Association of Schools and Programs of Public Health (ASPPH).

Use Other Job Search Strategies for U.S. and Home Country Employment

- **Campus Interview Program:** Several employers participate in our on-campus interviewing program
- **International Student Groups or MPH Societies (J.B. Grant)**
- **Your Country's Embassy in Washington, DC**
- **Direct Contact with Employers through Letters, Calls, Informational Interviewing**

You may not get the first, second or even fifth job for which you have applied or interviewed, but do not take this as a personal rejection. To increase your competitiveness, use all you have learned in the job search process to present your capabilities effectively. In addition to your experience (internationally and in the U.S.) and your language skills, do not forget to emphasize your academic experience received through work on major projects, papers, etc. Remember, any information that signals unique or special talents will help you stand out in a prospective employer's eyes. Don't delay. Start the process as soon as possible. Come to the Career Services Office to speak with a career coach.

Passport Career

Passport Career™ is an online, country-specific, global job search platform designed for use by organizations looking to support the international career transitions of their mobile employees (as well as their spouses/partners) and by academic institutions looking to support the international career transitions of students, scholars, faculty, and their spouses/partners. Passport Career™ offers unique content and unmatched resources for over 80 countries and 250 cities. Passport Career™ is a ground-breaking initiative that shifts the global career support industry from the traditional brick-and-mortar businesses and single channels of information (such as career counselors and coaches) to an interconnected e-platform that provides a complex set of services in a user-friendly, easily accessible format.

Passport Career's unique global job search platform not only provides access to jobs in over 80 countries and 250 cities, but also includes extensive country profiles, helpful global career-oriented articles, and effective self-marketing strategies not provided by other job search resources. Passport Career™ also offers monthly career training events (in webinar format), a unique social network, an online help desk, and more.

Passport Career™ includes the following:

- **International Career E-Platform**
- **Resume and CV Support**
- **Career Coaching**
- **Interactive Career Tools**
- **Global Career Blog**

For more information and access to the system, contact Career Services at (410) 955-3034 or JHSPH.Careers@jhu.edu.

INTERVIEWING

An interview is your opportunity to show a potential employer that you are the right person for the position. The employer is attempting to gauge whether you will fit into the organization's culture. They want to know how interested you are in doing the work and if you can be counted on to get the job done. If you are being called into an interview, then it means at least two things: you have the minimum qualifications and someone thinks you can do the job. The key to successful interviewing is convincing the interviewer(s) that you're the "right fit" for the job.

The best interviews are ones that evolve into a conversation about you. If you get to this point, hopefully your conversation will begin to center around your passions and interests. If your interview is just question, then answer, question, then answer, it might not be going so well. Having this conversation about you is important because interviews are all about how your personality is going to "fit" into an organization's culture, a team's group dynamics, and a supervisor's working style. The interviewer really is trying to dig at or probe into what type of personality you have so it is best to act as natural as possible to allow your true personality to come out.

PRIOR TO THE INTERVIEW

Research the Organization

You should prepare carefully for the interview by researching information about the organization, its projects and its mission or philosophy. Your research should help you generate questions that you can ask during the interview.

Your research should focus on (but not be limited to) the organization's:

- Location(s)
- Facilities
- Size
- Products and services
- Financial data
- History
- Executive biography
- Management and employee data
- Mission, vision, strategies and goals
- Recent news and announcements

Research Yourself

You should be prepared to have a quick summary of your qualifications, tailored to the position, which you can use to introduce yourself and answer the "tell me about yourself" question. This should be based on the information in the profile on your resume and not a historical recount of your resume ("First I got my degree in...then I went to work for...").

Interviewing and Image

- 60% of an interview is the way you look (are dressed)
- 30% of an interview is the way you physically present yourself (body language)
- 10% of the interview is what you have to say

Physical Appearance

Women's Image Wardrobe

- Wear a skirt and jacket (matched or unmatched) or a dress and jacket in plain style (pant suit is OK)
- Wear fashionable shoes, preferably heeled, and always tights or stockings
- Makeup should be discreet and carefully applied
- Avoid dangly earrings, clanking bracelets and floppy scarves that can be distracting
- If you have loops on your dress/skirt, wear a belt

Men's Image Wardrobe

- It is generally wise to wear a dark suit and a lighter shirt and a dark tie (avoid garish patterns and bow ties)
- Wear dark colored shoes and they must be polished.
- Wear a matching or dark colored belt.

Video Interviewing

Over the past year, more employers have been utilizing virtual technologies like Zoom, Microsoft Teams and WebEx to interview candidates. These technologies allow for more meaningful connections instead of phone calls. You should be prepared for these types of interviews since they are not going away anytime soon. Below are tips to help you prepare:

- Test your technology ahead of time (microphone, webcam, etc.)
- Setup a distraction-free area. Eliminate visual distractions near you and behind you.
- Be on-time but not early. Employers might be video interviewing multiple candidates. Show up 2-3 minutes before the scheduled interview time.
- Choose interview outfit wisely. Same as in-person interview. Dress professionally (at least from the waist up).
- Double-check the date, time and most importantly the TIME ZONE! Check the email from the employer and confirm the appointment time the day before.

DURING THE INTERVIEW

During the interview be sure to speak clearly and concisely. Make sure that you are speaking with confidence and that you are maintaining good eye contact with all interviewers. In addition, pay close attention to your posture and non-verbal communications. Do not fidget or use your hands excessively while speaking. These things distract interviewers and take away from your presentation.

Body Language

- Enter an interview confidently.
- Hold your head up and shoulders back in a comfortable position.
- Smile and avoid fidgeting, touching your face.
- Always make and retain eye contact with anyone you are talking to.
- Sit upright and lean forward slightly giving the impression you are listening to interviewer.
- Gestures such as head nods are helpful.

Verbal

- Make sure that you can be heard.
- Be aware of the interviewer's reaction to your voice.
- Do not mumble or drop your voice to a whisper towards the end of sentences.
- Avoid singsong or monotone recitations, which give the impression that you are over-rehearsed.
- Also avoid slang, grunts, "ums", "uhs", "likes" and any other verbal tics or filler words.

TOP 10 INTERVIEWING TIPS

1. Research the company and industry beforehand.
2. Read the job description thoroughly.
3. Look the part – dress for the position and the company.
4. Watch your posture and sit tall in chair. For virtual, look at the camera, not the screen.
5. Be enthusiastic!
6. Listen carefully to the question and answer the question asked.
7. Speak slowly and clearly – do not rush your responses.
8. Tell memorable stories to illustrate strengths and match your strengths to the position.
9. Highlight your experience as a team player. If asked for examples, be as specific as possible.
10. Come prepared with questions and leave something to be remembered by – articles, portfolio, etc.

Questions and Answers

Employers ask questions in many ways to explore and probe your background and skills. In addition to your stated answer to the questions, an interviewer is also seeking answers to questions which are not ever directly asked. These are the questions-behind-the-questions (QBQ). Let's examine some of the types of questions you might expect in an interview as well as examine what the questions really mean.

Open-Ended, Personal Questions**1. Tell me a little about yourself.**

QBQ: "How do you view yourself?"

This question is a common opener so a short summary about you is good to use here. Start with the most current information about yourself and go backwards from there. It is a good idea to keep your answer brief (45-60 seconds).

2. Where do you see yourself five years from now?

QBQ: "Are you going to be committed to this organization?"

This question does not need to be answered with exacting detail. You want to give the interviewer the general direction you believe your career is heading. But you want to make sure your answer aligns with the organization you are interviewing with.

3. What are your strengths and weaknesses?

QBQ: "How well do you know your limitations?"

This question is a very common one asked during interviews. The goal with this question is to understand and articulate what you are good at and what you are working to get better at. Your strengths are the characteristics about yourself which do not require much effort in order for you to do very well at. For example, "I'm very good at..." Your weaknesses are the characteristics about yourself which require much more effort in order for you to do well at. For example, "I have to work harder at..."

4. How do you think a friend, classmate, or professor, who knows you well would describe you?

QBQ: What is your personality type?

This question looks at how self-aware you are about your personality. It is harder for us to describe our personality, but through the lens of different people, you can more easily describe the type of person you are.

5. Name two or three accomplishments have given you the most satisfaction and why?

QBQ: What is important to you or what do you value?

This question is one that can include either professional accomplishments, personal accomplishments, or both. What the interviewer really wants to know is "What do you value?" Typically, our proudest accomplishments align with values you hold the strongest and these same values will most likely continue as a future employee.

6. Tell me what you know about our organization?

QBQ: Did you do your homework on us?

This question will help an employer measure how prepared you are for the interview. Did you look over the website? Do you know the mission of the organization? Do you know if the organization has recently been in the news?

7. When presented with a variety of tasks, how do you prioritize your activities?

QBQ: How do you work?

This question is a way to get some insight into your process for completing your work. How do you go about getting your work done? Do you create to-do lists?

8. If you had the luxury of creating the ideal work environment, what would it look like to you?

QBQ: How do you like to work with others?

This question wants to find out how you might interact with your future colleagues. Also, it looks at the ways you like or dislike to be managed.

9. Why should I hire you?

QBQ: Explain to me why you are qualified for this position?

This question typically is asked at the end of an interview. This is your final "sales pitch." Do not be humble in your response. You want to leave a good last impression with your interviewer highlighting everything that makes you the top choice for the position.

Problem Solving Questions

These questions require you to solve a 'real world' problem. Often the organization is not looking for the 'right' answer, but they would like to see the process that you use to solve the problem. Therefore, when you answer a problem-solving question, you should:

- Listen carefully to what is being asked and ask clarifying questions (if applicable).
- Respond by first explaining how you would gather the data needed to make a decision.
- Discuss how you would use that data to generate options.
- Explain your recommendation/solution based on the data, the available options, and your understanding of the position that you are interviewing for currently.

Unrelated Questions

These questions are asked to probe your thought process and how you make decisions. They generally have nothing to do with the qualifications for the position. **Example: Who would you want with you if you were stranded on a deserted island?** - A carpenter, to ensure that we would be able to build shelter and eventually a vessel to sail from the island (thus showing your resourcefulness).

Illegal Questions

Answering illegal questions can be a bit tricky. Most employers are familiar with the laws regarding what questions they can and cannot ask. If you feel a question is inappropriate, don't get upset and refuse to answer. Ask the question "**Can you tell me how that pertains to the job?**" in a polite and respectful way. In the United States, there are many things that potential employers cannot ask job candidates.

Option #1 - Refuse Completely - This method can be used if you would just rather not answer the question, or if you feel the interviewer is going to use the answer against you. For this refusal you would say something like "That question is not really very proper so I think we should go on to the next question."

Option #2 - Mention that the question is illegal but answer it anyway - This is option is sometimes used when you don't really mind answering the question, but you don't like that it was asked in the context of a job interview. You are perfectly within your right to say "I don't think that question is completely proper, but I don't mind answering. No, I am not married."

Option #3 - Just answer it - This is the simplest approach. If your answer is probably what they want anyway, then sometimes the safest approach is to just answer the question. A job interview is no place to fix all of society's problems. If you really want to do something, if you don't get the job, then get a lawyer and sue for the illegal questions.

<http://www.jhsph.edu/careers>

JHSPH.Careers@jhu.edu

BEHAVIORAL INTERVIEWING

Behavioral interviewing is an interviewing technique that allows an employer to evaluate a candidate's experiences and behaviors in order to determine their potential for success in their organization. It is based on the belief that past performance is the best predictor of future behavior. The interviewer identifies desired skills and behaviors and then structures open-ended questions to elicit a detailed response. Even if you don't have a tremendous amount of work experience, companies expect you to be able to relate past experiences (situations from undergraduate or graduate school, volunteer work, student activities) to the job for which you are interviewing.

How do I spot a behavior-based interview question?

They generally start with any one of the following phrases:

- Tell me about a time when you...
- Describe a situation when you were faced with a problem related to...
- Tell me how you approached a situation where...
- Think about a time in which you...

When your interview is behavioral based, it will typically be a structured interview with set questions rather than a conversational style of interviewing. You will sometimes receive follow-up questions that probe for more details.

Some of the most common behavioral questions evaluate soft skills such as:

- Leadership Ability and Style
- Team-work and Interpersonal Skills
- Motivation and Initiative
- Communication Skills (both written and oral)
- Problem Solving Skills
- Adaptability
- Time-management Skills
- Conflict Management
- Ethics and Values

How do I prepare for a behavioral interview?

The STAR method is an effective technique for responding to a behavioral-based interview question.

Situation: Describe a particular situation that you were in or a task that you needed to accomplish. Provide appropriate background information, and do not generalize.

Task: State the goal you were working towards.

Action: Describe the actions you took to address the situation specifically focusing on your contribution.

Result/Reflection: Describe the outcome of your actions. What did you accomplish? What did you learn?

To prepare for a behavioral interview, review the job description and highlight all the soft skills mentioned (i.e. strong communication skills and the ability to work in a team environment). It's almost guaranteed that you'll be asked questions directly related to the soft skills mentioned in the job description!

Next brainstorm scenarios from your past experiences that highlight these soft skills. Review your resume to help identify examples. Then use the STAR method to develop a well-thought-out response to potential questions. Make sure your response provides specific evidence of your skills and capabilities. Also, vary your examples; do not use a single situation or experience to answer all questions. The goal is not to memorize your answer. Instead, by brainstorming and writing out a potential response, you will be able to recall past accomplishments with more confidence!

What to Remember When Doing a Behavioral Interview

There are no wrong answers to these questions!!!! The key here is to be specific, but don't get caught up storytelling!! Focus on the takeaway from your answer as much as you do the telling the story. First, think to yourself, "**What do you want them to remember?**" and then find a story or experience that describes it.

Possible Ways to Answer Behavioral Interview Questions:

- Share actual experience – "I remember this one time when I..."
- Predict how you would handle it – "I can't remember a time this occurred, but this is what I think I would do..."
- Observer role (Positive Outcome) – "I have not been in that situation, but here is what I observed someone else doing that I would follow..."
- Observer role (Negative Outcome) – "I have not been in that situation, but here is what I observed someone else doing that I would NOT follow (or "I would do differently") ..."

PREPARING FOR A CAREER FAIR

Each year public health employers attend career fairs (including the Public Health Career Fair here at the Johns Hopkins Bloomberg School of Public Health) in an effort to attract top talent to their organizations. Below are some tips to assist you in preparing for a career fair.

Be sure to:

- Arrive early
- Dress appropriately
- When possible, know the interviewer's name: pronunciation, spelling, and title (Mr., Miss, Ms., Mrs., Dr.)
- Extend a warm greeting and firm handshake
- Maintain good eye contact
- Show enthusiasm and zeal
- Display knowledge of the company, industry, position, interviewer, and job location
- Be prepared to answer and ask questions
- Turn off cell phones and remove hands free devices

Ensure that you have:

- A briefcase or portfolio, note pad, and pens
- Several resumes (more is better than less)
- Business Cards
- Toothbrush and dental floss if you are attending a career fair after lunch
- For women: Extra hosiery. If you carry a briefcase, leave the purse behind to keep your hands free

Remember to:

- Obtain the representative's business card
- Leave your resume/CV with the representative
- Follow-up after the career fair with a thank you letter
- Make the most of the day

HOW TO INTRODUCE YOURSELF AT A CAREER FAIR

How you initiate a conversation with an employer representative is important. The first words you speak make a big impression on a potential employer. When you meet a representative at a career fair you should greet them with a smile, firm handshake and introduce yourself using the format below or a similar format:

1. Provide information about yourself and your education. (10-15 seconds)
2. Why you are interested in speaking with them? (10 – 15 seconds)
3. Discuss your relevant work experience. (10 – 15 seconds)
4. What are some of your accomplishments - either in the classroom or at an organization? (15-30 seconds)

38th VIRTUAL PUBLIC HEALTH CAREER FAIR

Sponsored by the Career Services Office, the 2022 Virtual Public Health Career Fair will take place on **Friday, March 4, 2022**. This school wide event provides a convenient location for agency representatives from around the country to meet with students, faculty, and alumni to discuss agency functions, employment opportunities, consultancies, internships, and provide career information for public health graduates and professionals.

To see a list of employers from last year's Career Fair, or download a copy of the Public Health Career Fair Student Handbook, go to <http://www.jhsph.edu/careerfair>.

With hundreds of students and over 80 employers participating, it's an event you don't want to miss!!!

HOW TO APPLY FOR INTERNSHIPS AND FELLOWSHIPS

The route to securing an internship/fellowship can be confusing and filled with pitfalls. However, it is often a journey worth taking because your future employment may depend upon the quality of your internship/fellowship experience. There are many considerations to explore when applying for an internship/fellowship; some of those considerations are covered below.

THE APPLICATION

The application is the first element that most organizations look at when you apply for a fellowship/internship. Therefore, you should give careful consideration to the application and always fill it out properly.

Deadlines

Consider the deadline date and send the application well in advance – Why? If individuals are reviewing applications as they arrive, your application will get more consideration early in the process as opposed to closer to the deadline when everyone else is sending their application. Remember, the most popular internships/fellowships have deadlines in the fall and winter months (Sept. through March).

Follow Instructions

Most applications have explicit instructions to follow. These instructions may sometimes seem arbitrary to you, but to the organization these instructions are crucial. They are expecting to receive applications in a certain way, with the proper information included. Some organizations throw away applications that are not in accordance with their application instructions.

Common Mistakes Include:

- *Sending more or less references/recommendations than asked for*
- *Attaching a CV or resume in lieu of filling out the application*
- *Not having transcripts sent directly from your previous school(s)*
- *Not placing recommendations in sealed envelopes*
- *Not including standardized test scores*

PERSONAL STATEMENT

Most organizations will generally ask for a Personal Statement (sometimes called a Goal Statement, etc). The statement is a way for the organization to review your interests and to determine your motivation for applying for the fellowship/internship. Also, the personal statement is the organization's first look at your writing skills, and it should be written with clarity using excellent grammar and spelling.

Be Concise and Clear

A personal/goal statement should be clear and easy to read. The organization should be able to view a synopsis of your background and a summary of where you wish to be in the future. A personal/goal statement is not the time to tell your life story, but to highlight relevant career and academic interests and how the fellowship/internship opportunity aligns with your interests.

Highlight Your Skills...Don't Tell Them What They Can Do for You

A personal/goal statement should convey to the organization what you bring to the table. Don't spend a great deal of time writing about what the fellowship/internship will do for you but show how you can make a contribution to the organization and/or the field of study. The personal/goal statement is your opportunity to sell your skills and abilities – take advantage of the opportunity.

Remember to:

- Include your future goals and relevant research interests
- Answer the question: 'Why should you be accepted to the fellowship/internship program?'
- Highlight only your relevant skills and accomplishments
- Follow instructions with regards to the length of the personal/goal statement

Remember NOT to:

- Include personal discriminating information (such as marital status, sexual orientation, etc), unless the requirements specifically asked for it
- Use long sentences
- Overuse technical jargon
- Brag or fabricate
- Make mistakes with grammar and/or spelling

NETWORKING FOR INTERNSHIPS AND FELLOWSHIPS

Calling or meeting people from the organization with whom you wish to have an internship or fellowship can increase your chances of being accepted to their program. Remember that most people want to hire someone with whom they are familiar. In addition, having a strong reference is an excellent way to increase your chances of being accepted to a fellowship/internship program. For example, if your advisor is well known, a call from him/her to the organization may work wonders. Contacting alumni who work for the organization can be an excellent means of advancing your application for the internship/fellowship.

If You Do Not Meet the Requirements

If you are interested in an internship/fellowship and you do not meet the requirements, you may still want to apply. Exceptions are made in some cases. If programs allow candidates to interview before the application deadline, you should visit and interview.

Why Do Employers Like Internships & Fellowships?

An internship/fellowship saves the employer money. It is a cost-effective hiring process, and it is a preview of your skills and a chance for them to see what you're capable of. It can result in a job offer upon graduation, if they liked you. Also, as students, you bring in fresh ideas and you serve as a steady flow of new talent. If you have positive experiences at the organization, you can provide free advertising to other students that might be potential candidates.

Finding Fellowship Resources

A majority of fellowships are going to be government or foundation sponsored. Be sure to pay close attention to the unique requirements and qualifications required (i.e., citizenship requirements). It is probably a good idea to create a spreadsheet or organizational system to keep track of deadlines, etc. A good place to find a list of different fellowship sites is the Association of Schools and Programs of Public Health (ASPPH), the Oak Ridge Institute for Education (ORISE) and Global Health Corps.

Finding Internship Resources

While some organizations might have established some internship programs, most do not. Approach prospective employers directly. Don't wait for an internship to be posted. Identify potential employers using directories and databases, word of mouth, and inquire about possibilities for an internship. Inquire as to whether an internship can be created for you. A majority of the time organizations will not discourage "free help", but you'll need to be sure to create a "win-win" situation for both yourself and the organization. Funding sources for internships can vary from organization to organization - some are scholarships and grants with amounts ranging from monthly to yearly stipends, hourly rates, or pay per project.

WINTER BREAK CHECKLIST

Take advantage of your winter break by reviewing and following up on career and job search activities. Here are a few things you can do to get your job search off the ground.

- **Network.** Identify and choose people to connect with. Begin with people you know...faculty, classmates, former employers and colleagues, family members, and alumni. Collect new contacts and develop relationships. Create advocates who can be vigilant for new opportunities on your behalf.
- **Research companies.** Know as much as possible about the organizations that interest you. You can find this information through company websites, **Handshake** (<http://jhu.joinhandshake.com>), local newspapers, state industrial directories, and reference books available in public libraries.
- **Develop a strong resume and cover letter.** Have these reviewed and critiqued. Resources can be found on the Career Services website (<http://www.jhsph.edu/careers>)
- **Engage in informational interviews.** Contact alumni in the specific geographic area in which you seek employment (<http://alumni.jhu.edu/>). Treat the informational interview like any job interview. Wear appropriate attire, bring questions and resumes, and be prepared to talk about yourself and your skills.
- **Research salary ranges** in your specific field and geographic location(s) of interest. There are many informational sources on the Internet.

CAREER DEVELOPMENT ACADEMY

Over the winter break, the Career Services Office, the Office of Alumni Relations and the Office of Public Health Practice and Training will host the "Career Development Academy – Jump Starting Your Public Health Career." The Academy agenda includes alumni career panels, networking, resumes, mock interviews, open office hours and more. More specialized topics include constructing a public health resume for federal government jobs, building a professional presence online, developing an effective elevator pitch, proactive career planning and how to design your life with around a public health career. Keep a look out for this course in either the second or third week of the Winter Intersession.

SALARY NEGOTIATION

As your job search nears completion, you will need to evaluate each job offer that you receive. In addition, you may find that you wish to negotiate a job offer. Give careful consideration to evaluating and negotiating job offers in order to assist in your career success. The main goal of any negotiation is to protect anything that will put money into your pocket and protect anything that will take money of it. Listed below are some key points that can help you in this process.

Evaluating Offers

A job offer involves more than just salary. When evaluating a job offer take the total compensation package (salary, signing bonus, benefits and perks) into consideration. In particular, you should consider benefits such as tuition reimbursement, medical coverage, vacation time, sick leave, savings plans (401k, 403b, etc), stock options, and flexible work practices, as well as perks such as relocation reimbursement, free movie tickets, training, etc.

Also, you should consider the organization's culture and growth potential when evaluating a job offer. Try to develop an understanding of how the organization operates on a daily basis. Questions you should ask are: "Is the environment supportive?", "Are employees valued?", and "Can I be successful in this organization's environment?" In addition, you should be looking at your growth potential in the organization. Ask yourself: "Do I see myself growing in the organization?" and "Where will I likely be in 2-5 years if I stay with this organization?"

Negotiating Offers

When negotiating salary take the following details into account:

- *Never begin negotiating a job offer until you are offered the position.*
Explanation: If you begin negotiating before an offer is made, you may find that the organization will not make you an offer.
- *Negotiating job offers can be risky.*
Explanation: Unfortunately, you may lose a job offer if you choose to negotiate the offer. Some employers rescind their original job offer when the negotiation process begins.
- *Seek to receive all job offers in writing and be cautious of employers that will not give you written offers.*
Explanation: Make sure that you get offers (including new offers that are made after negotiating) in print. A verbal offer cannot be verified and can be changed.
- *Research the organization before negotiating in order to find out the salary range for the position you are seeking.*
Explanation: Organizations (even those in the same industry/field) provide compensation at different levels. Do research to find what the organization normally offers for the position you are seeking.
- *Remember some offers are not negotiable.*
Explanation: Do not be surprised if an organization does not allow you to negotiate an offer. Some organizations have a strict policy when it comes to compensation.
- *Ask questions about benefits that are not stated in the offer such as tuition reimbursement, etc.*
Explanation: Be sure that you have all the information possible on the benefits of the job offer. Some benefits may not be explained in the job offer and you should search for clarity on the benefits that you can expect to receive.
- *Know what you are worth in the current job market.*
Explanation: Understand the value of your skills in the current job market. This will help you understand your negotiating power.
- *Never lie during job offer negotiation and use discretion.*
Explanation: Lying during the negotiation process can catch up to you. Many employers will ask to verify the information that you have told them. In addition, be careful with disclosing too much information and over-negotiating.
- *Timing can be extremely important.*
Explanation: Considering that the organization is making a business decision in hiring you, take into consideration that they are expecting you to make a timely decision and to keep them informed of your employment status/decision.

THE PROCESS**1. Begin by stating your interest in the position and how well your skills match the qualifications of the position**

Start the conversation on a positive note. For example: *"I was excited to receive the job offer, and I am very interested in the position. I feel confident that my communication and analysis skills will allow me to make a positive contribution to the organization."*

2. State your position

Build your case for desiring to negotiate the offer. Some scenarios for building your case may be:

- i. Based on your research of the cost of living and/or the market value for your skill set, you found that you need more compensation
- ii. Based on other job offers that you received you found that your market value is higher than what you have been offered by the organization
- iii. Based on the shortage of individuals in your chosen field you found that you are worth more than what the organization offered
- iv. Based on your current situation you find that you need to negotiate your start date and/or benefits package

3. Ask the employer if they can provide more compensation

After stating your position, ask the employer if they can provide additional compensation. For example: *"After doing research on the cost of living in New York, I found that the total compensation of the offer will not allow me to secure an apartment and live in the surrounding area. Is there anything else you can do in terms of the offer?"*

4. When asked, state an acceptable salary range

Be careful not to give an exact salary figure. State a salary range. For example: *"I would be interested in an offer between \$65,000 and \$75,000."*

5. Work on creative solutions if necessary

Be prepared to be involved in creating the solution. The organization may ask you to provide options for them to consider when negotiating the job offer. Consider all angles including benefits, perks, signing bonuses, relocation expenses, etc. For example: *"I would consider accepting a lower salary if the organization could provide relocation expenses and tuition reimbursement."*

Points to Remember

- Seek to create a win-win situation
- Never fabricate information
- Stop interviewing once you accept an offer
- Know when to stop negotiating
- Understand your needs and the needs of the organization
- Write a letter of acceptance to formally accept the offer

Reimagine JHU

[Reimagine JHU](#) is a united effort of every school's career department as well as the offices of [Integrative Learning and Life Design](#), Undergraduate Research, University Experiential Learning, Study Abroad, Hire Hopkins and Hopkins Connect. This website offers a [step-by-step approach](#) to career planning with easy-to-use online tools and resources meant to help you [get curious](#), [talk to people](#), [take action](#) and [show your work](#) to accomplish your career goals.

By using your JHED ID, you will have to exclusive access the following career development resources:

- [CaseCoach](#) - CaseCoach is an online tool jobseekers can use to help prepare for applications and case interviews in various industries.
- [Forager One](#) - ForagerOne connects students with faculty for integrative learning opportunities, enables faculty to build their research teams, and equips administrators with data-based actionable insights.
- [GoinGlobal](#) - GoinGlobal helps new and experienced job seekers find opportunities both at home and abroad.
- [Imagine PhD](#) - Imagine PhD is a free online career exploration and planning tool for PhD students and postdoctoral scholars in the humanities and social sciences.
- [LinkedIn Learning](#) - LinkedIn Learning is an online educational platform that helps you discover and develop business, technology-related, and creative skills through expert-led course videos.
- [Skillsoft Online Courses](#) - Skillsoft offers e-learning courses to help students develop business, leadership, communications, and technology skills in preparation for a variety of careers and work environments.
- [Vault](#) - Vault Guides are used research jobs paths, companies, industries and more. Vault has been gathering unbiased, insider information and data about companies, industries and specific jobs for more than 12 years.

For more information and how to access to the system, contact Career Services at JHSPH.Careers@jhu.edu.

FOLLOW-UP LETTERS

Why do you send follow-up letters?

Follow-up letters are critical in today's busy world. These letters show that you are professional and interested in the organization, position, etc. The letters also keep consistent contact with your networking contacts, which puts you in a better position to be considered for career opportunities.

Types of follow-up letters

- Thank You Letter
- Acceptance Letter
- Declining Offer Letter
- Response to a Rejection Letter
- Withdrawal of Application Letter

Send the appropriate follow-up letters to anyone who has:

- Referred you to employers or other contacts
- Interviewed you for employment
- Offered you a position
- Rejected you for employment
- Provided you with general information
- Written recommendations for you

Timing

- In most cases follow-up letters should be sent **within 24-48 hours** of the interview, conversation, receipt of letter, etc; but no more than three business days later.

Length of your letter

- **Keep it to a brief page.** Don't stress a lot of details - it's more important to send something quickly rather than to delay doing it for days.

Personalize each letter

- When interviewing with several people at one organization, take a few seconds between interviews to write down some notes about each conversation. Use these notes when writing individualized thank you letters to each interviewer.
- When sending letters to several people at an organization, each letter does not need to be completely different from the rest. However, do not send identical letters to several people - your letters will generally all end up in your file in the Human Resources department.

Other tips

- **Ask for your interviewers' business cards**, or write down the interviewers' titles and the proper spelling of their names before leaving the interview site.
- **Carefully proof read each letter** and have one other person do so, too.
- **Print each letter on a high quality linen or bond paper** (available at most copy centers), in white, off-white, cream or *light gray*, and mail them in matching envelopes.

Letters - E-mail vs. Postal Mail

- In a survey by the National Association of Colleges and Employers (NACE), employers were asked if thank you letters could be sent by e-mail. Three out of the four employers responding said that an e-mail thank-you note is acceptable.
- You can get your thank you letter out immediately via email, rather than waiting for it to be delivered by the postal service. If there is no sense of urgency, you may still want to send a quick email thank you followed by a traditional letter or note.
- Proofreading is just as important in an email as it is in a traditional letter. Be sure to check spelling, grammar, typos, etc. Also, keep a copy in your Out mailbox or cc: yourself so you have a copy of each message you've sent.

Thank You Letter Sample

454 N. Baltimore St
Baltimore, MD 21205

April 2, 2022

Ms. Jessica Agency
Recruiting Specialist
ABC International
Any Address
Anywhere, Any state, Any zip

Dear Ms. Agency:

Thank you for taking the time to interview me for the position of Senior Clinical Project Manager with your organization. Your discussion of upcoming public health trends at ABC International, as well as the expectations of clinical managers, was very informative and interesting. I am confident that I would make a strong contribution to your staff by increasing the efficiency in the labs and expanding your research program.

As discussed in our interview, my qualifications that would directly relate to your company include:

- Over four years of broad-based experience in the medical field,
- My ability to effectively handle many different projects simultaneously, and
- My experience working with medical doctors and other clinicians.

Again, thank you for taking the time to consider my candidacy. If there are further questions, please feel free to contact me at (410) 955-1111 or via email at astudent@jhu.edu. As we discussed, I look forward to hearing from you the week of May 5, 2022 with your final decision.

Sincerely,

Any B. Student

Thank the person for his or her time and state your interest (or non-interest) in the job and your enthusiasm for the organization. Whenever possible, say something that will help your interviewer remember you as an individual from amongst all the candidates:

1. Addressing a topic of particular interest (to the interviewer or to you) that arose during the conversation, especially where that topic reflects favorably on your job-related skills (for example, you talked for 15 minutes about the mountaineering trip you led last summer or your research on the health care industry);
OR:
2. Addressing an interviewer's specific concern in greater detail than was possible during the actual interview (for example, the interviewer seemed concerned that you did not have the quantitative skills necessary for the job);
OR:
3. Re-emphasizing a skill or strength important to that interviewer (for example, the interviewer showed a particular interest in your research and publications activities).

Follow-up Letters

Follow-up letters should be sent via mail to present a professional image. Here are samples of different letters.

ACCEPTANCE LETTER SAMPLE

February 20, 2022

Mr. Joe Jones
Executive Director
XYZ Government Agency
555 Executive Lane, Washington, D.C. 20211

Dear Mr. Jones:

It is with great pleasure that I accept your offer of employment as a Senior Epidemiologist at XYZ Government Agency at the salary of \$85,000 and a start date of June 1, 2022. I am confident that I will make a strong contribution to your staff by performing expert analyses.

I appreciate your help and all the information that you have given me. It will make my upcoming transition to your company successful. Throughout the interview process I found the individuals at XYZ Government Agency to be very knowledgeable and I look forward to working with you and other XYZ Government Agency employees in the future.

Thank you again for your assistance during the interview process.

Sincerely,

Jane M. Doe

Jane M. Doe

DECLINING OFFER LETTER SAMPLE

February 20, 2022

Mr. Joe Jones
Executive Director
XYZ Government Agency
555 Executive Lane, Washington, D.C. 20211

Dear Mr. Jones:

Thank you for extending an offer to me for the Research Scientist position with XYZ Government Agency. After much consideration, I am declining your offer to accept a position that I feel is a better fit for my career goals.

I appreciate your help and all the information that you have given me. Throughout the interview process my excitement about XYZ Government Agency grew and I found the individuals at XYZ Government Agency to be very knowledgeable and happy to be employed there. Again, I appreciate your time and consideration.

Sincerely,

Jane M. Doe

Jane M. Doe

RESPONSE TO A
REJECTION LETTER SAMPLE

February 20, 2022

Mr. Joe Jones
Executive Director
XYZ Government Agency
555 Executive Lane, Washington, D.C. 20211

Dear Mr. Jones:

Thank you for allowing me the opportunity to interview for the Health Care Analyst position. I appreciate your assistance during the interview process and all the information that you have given me. Throughout the interview process my excitement about XYZ grew and I found the individuals at XYZ Government Agency to be very knowledgeable and happy to be employed there.

Although I was not the candidate you chose for this position, I am still excited about XYZ Government Agency and if possible, I would like to be considered for future opportunities. Again, I appreciate your time and consideration.

Sincerely,

John M. Doe

John M. Doe

WITHDRAWAL OF
APPLICATION LETTER SAMPLE

February 20, 2022

Mr. Joe Jones
Executive Director
XYZ Government Agency
555 Executive Lane, Washington, D.C. 20211

Dear Mr. Jones:

Thank you for allowing me the opportunity to interview for the Health Educator position. At this time, I do not wish to pursue the potential of future employment at your company. Again, I appreciate your time and consideration.

Sincerely,

John M. Doe

John M. Doe