Professional Development Session for COPH Students
UNMC COPH Career Services   Monday, February 25, 2013

Introduction: http://www.unmc.edu/publichealth/CareerServices.htm

Professional Development while a COPH Student

1. Seek and create opportunities for experience
   *Where are you currently getting experience? Where do you think you could look for experience?*

2. Keep track of everything in a ‘master’ resume

3. Think about what you are looking for, and reflect on past jobs

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<thead>
<tr>
<th></th>
<th>Pros</th>
<th>Cons</th>
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<tbody>
<tr>
<td><strong>People</strong> (team dynamic, values)</td>
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<td><strong>Position</strong> (tasks, responsibilities)</td>
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<td><strong>Place</strong> (organizational structure &amp; culture)</td>
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4. Research possible careers—books, websites, associations, LinkedIn, Informational Interviews
   *Where have you already looked? Where do you think you could begin your research?*

5. Gaps analysis

6. Build your online profile
   *Do you already have a LinkedIn profile? Do you have any online presence that needs to be cleaned up?*

Professional Development in the Job Search

1. Networking

2. Job Application Stages
   a. MPH = meet minimum/preferred qualification
   b. Resume & Cover Letter = you possess the skills and qualifications they are looking for
   c. Interview = Your experiences demonstrate your skills and abilities to perform the job duties; you are motivated to do the job; you are a good fit for the organization
3. Resume

4. Cover Letter

5. Interview
   
   **STAR method**
   
   – **S**ituation — describe the context of the situation/scenario
   – **T**ask — provide a brief overview of what you were supposed to do
   – **A**ction — explain what you did to accomplish the task
   – **R**esult — state what was accomplished as a result of your actions

6. References

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**Learning to Action...**

*3 new things I learned today:*

*2 things I want to look into further:*

*1 thing I can do immediately:*