

# THE NON-ACADEMIC JOB SEARCH

- Sample Headings For Your Resume
- Sample Resumes - Reverse Chronological and Functional Formats  
(Humanities/Social Science, Science)  
*Keep Text To 1 Side Of A Page*
- Sample Cover and Thank You Letters (Humanities/Social Science, Science)  
*Keep Text To 1 Side Of A Page*
- Selected Bibliography (Humanities/Social Science, Science)
- General Job-Hunting Tips
- Interviewing Skills

# SELECTED HEADINGS FOR NON-ACADEMIC RESUMES

These headings\* are appropriate for all fields and industries. Begin the resume with your name, address, telephone number (Day and Evening, if applicable), and e-mail address (if applicable). Notice that there is no heading to include information such as date of birth or social security number. This information is not appropriate for a resume. Remember to ask a counselor to critique your resume before using it.

In the US, the resume is an American-style CV, which details the most recent job first and highlights the main aspects of your career. It is less structured, in a narrative style and more brief than a CV. It is also more subjective.

## CHRONOLOGICAL FORMAT

Objective (optional)

Education

Additional Training (relevant seminars, workshops, etc.)

Relevant Courses (can be a subcategory of Education)

Honors (includes grants, fellowships, scholarships, nonacademic awards)

Experience (also: Related or Relevant Experience; Additional or Other Experience; Research, International, Travel Experience, etc.)

Activities

Volunteer Work

Community Service

Skills

Computer Skills

Languages

Affiliations

Certifications

Licenses

Interests

## FUNCTIONAL FORMAT

Accomplishments

Achievements

Capabilities

### Examples of other headings for functional format:

Advertising

Consulting

Counseling

Editing

Marketing

Programming

Research

Statistical Analysis

Teaching (or Education)

Writing

### These headings may be used when representing past employment:

Additional Experience

Employment

Work History

*\*NOTE: All headings do not have to be used, nor is it necessary to use them in the order given. You may think of additional headings as well.*

# REVERSE CHRONOLOGICAL RESUME FOR A HUMANITIES/SOCIAL SCIENCE PH.D. - FOR NON-ACADEMIC POSITIONS

**REBECCA SHARP**

18 Thackeray Avenue • Brooklyn, NY 10255 • Day (212) xxx-xxxx/Evening (718) xxx-xxxx • rs@nyu.edu

## OBJECTIVE

Corporate training.

## PROFILE

- Communicate professionally to all levels of management.
- Motivate diverse groups to follow through on established goals.
- Develop and implement wide variety of innovative yet cost effective training programs.
- Write articles for professional journals.
- Present information to expert audiences.

## TRAINING EXPERIENCE

**Teaching Assistant, New York University, New York, NY** 9/95 - 5/98

- Designed and coordinated writing skills development program utilizing IBM PC's.
- Taught technical rules and terminology using creative training methods, resulting in measurable improvement in writing skills.
- Program was commended and expanded by upper management.
- Chaired committee mandated to upgrade training curriculum.
- Managed, trained, and evaluated administrative staff.

## ADDITIONAL EXPERIENCE

**Administrative Assistant, W. W. Norton & Co., New York, NY** 7/92 - 9/96

- Wrote correspondence for Executive Editor.
- Evaluated unsolicited manuscripts.
- Maintained contract files.
- Acted as liaison between office and authors.

## EDUCATION

**New York University, New York, NY**  
Ph.D., English, 5/01

**Georgetown University, Washington, DC**  
M.A., English Literature, 5/94

**Williams College, Amherst, MA**  
B.A., English and American Literature, 5/92

## SKILLS

Experienced with WordPerfect and Word for Windows.  
Fluent in French; proficient in Spanish.

# REVERSE CHRONOLOGICAL RESUME FOR A SCIENCE PH.D. FOR NON-ACADEMIC POSITIONS

## **JANE A. DOE**

11 Bleecker Street, #6H New York, NY 10003 (212) xxx-xxxx E-mail: jad@nyu.edu

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### **OBJECTIVE**

A position in biomedical research, development and/or marketing.

### **PROFILE**

- More than seven years of experience in supervised laboratory research.
- Skilled administrator with experience in program coordination and performance evaluation.
- Excellent organizational, analytical, and communication skills.

### **RELEVANT EXPERIENCE**

**Researcher/Post-Doctoral Fellow, NYU Medical Center** 1999 - present

Perform biomedical studies involving intracellular transduction mechanisms. Recruit, train, and supervise a staff of six laboratory assistants. Completed a large-scale research project which was later published in a professional journal.

**Biology Research Assistant to Professor Mark V. Jones, Ph.D., New York University** 1994 - 1996

Conducted laboratory research on the pharmacological effects of potassium on adult rats. Coordinated the work of three laboratory assistants. Documented all results of the study.

**Co-Chairperson, Evaluation Committee, Kingsborough Community College** 1994

Aided in the evaluation of Biology Department's curriculum and projections of future needs for Middle Atlantic States accreditation. Committee's proposal led to the development of successful Nursing Department at the college.

### **ADDITIONAL EXPERIENCE**

**Lecturer, NYU, College of Arts & Science, Department of Biology** 1995 - 1997

**Instructor, Kingsborough Community College, General Studies Program** 1994

### **EDUCATION**

**New York University, Ph.D., Cellular and Developmental Biology, 1999**

**University of California at Los Angeles, M.S., Biomedical Engineering, 1992**

**Russell Sage College, B.S., Biology, 1990**

### **SKILLS**

Trained in computer-based quantitative research applications (SPSS, Systat, SPI) and most laboratory procedures. Fluent in Mandarin and Cantonese; working knowledge of French.

# FUNCTIONAL RESUME FOR A HUMANITIES/SOCIAL SCIENCE PH.D. FOR NON-ACADEMIC POSITIONS

**SONIA L. ABRAHAM**  
200 West 116th Street, Apt. 25  
New York, NY 10025  
(212) xxx-xxxx • sla@nyu.edu

## EXPERIENCE

### Organization and Administration

Assessed needs of constituency  
Provided leadership training to groups of 35 employees  
Monitored scholarship recipients  
Managed office budget of \$200,000 yearly

### Writing

Wrote promotional material for women's group  
Developed an employment questionnaire form for screening applicants  
Wrote, proofread, and edited monthly newspaper  
Wrote several articles which were published in **Essence Magazine** and **American Journal**  
Wrote press releases for conferences  
Produced speech for an annual international conference on "**Apartheid and Education**"

### Conference Planning

Planned programs for annual conference for 300 participants  
Negotiated with hotel for rooms and special events  
Arranged annual banquet: selecting menu, seating arrangements, planning program  
Arranged entertainment and supervised safety procedures for conference members

### Research

Researched prospective donors for the university in the Office for Development, including foundations, corporations, and individual donors  
Developed programs; researched literary information on various topics  
Analyzed relevant organizational data  
Compiled and synthesized information for several nonprofit agencies for program development

## EMPLOYMENT HISTORY

Administrative Aide to the Assistant Dean, New York University, 1998-present  
Interim Director of the African-American Council, Reformed Church in America, 1979-97  
Secretary to the Director of the General Convention Special Program, Episcopal Church Center, 1976-79

## EDUCATION

New York University, **Ph.D., English Literature**, 2001  
New York University, **M.A., Creative Writing**, 1994  
Hunter College, City University of New York, **B.A., English**, 1992

## SKILLS

Microsoft for Windows, WordPerfect, University Database System  
Proficient in Spanish  
Excellent writing and quantitative research skills

## VOLUNTEER ACTIVITIES

Chair, Association of the Music Advancement Program, The Julliard School, 1999  
Organizer, Black Graduate Studies Conference, New York University, 1999  
Member, New York City Committee to Welcome Nelson Mandela, 1991-94

## **FUNCTIONAL RESUME FOR A SCIENCE PH.D. FOR NON-ACADEMIC POSITIONS**

### **JANE A. DOE**

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11 Bleecker Street, #6H New York, NY 10003 (212) 555-5555 E-mail: jad@nyu.edu

### **OBJECTIVE**

Position in biomedical research, development and/or marketing.

### **RESEARCH**

- Seven years of supervised laboratory experience as both a research assistant and research supervisor.
- Extensive knowledge of advanced laboratory methodology and measurement, including chromatographic and spectrographic fractioning, cell and tissue sectioning, and surgical procedures.
- Familiar with latest research in biomedical engineering, including non-invasive surgical instrumentation.
- Successfully publish and present research findings.

### **SUPERVISION & ADMINISTRATION**

- Recruit, train, and manage up to six laboratory assistants.
- Design new Orientation Program for new graduate students in the department.
- Identify, design, and implement short- and long-range research plans.
- Responsible for weekly evaluations of experimental work performed by research staff.
- Create and monitor month-long research goals and schedules for laboratory researchers.

### **EXPERIENCE**

Researcher/Post-Doctoral Fellow, NYU Medical Center 1999 - present

Biology Research Assistant to Professor Mark V. Jones, Ph.D., New York University 1994 - 1996

Co-Chairperson, Evaluation Committee, Kingsborough Community College 1994

### **EDUCATION**

**New York University**, Ph.D., Cellular and Developmental Biology, 1999

**University of California at Los Angeles**, M.S., Biomedical Engineering, 1992

**Russell Sage College**, B.S., Biology, 1990

### **COMPUTER SKILLS**

SPSS, Systat, SPI

### **LANGUAGES**

Fluent in Mandarin and Cantonese. Working knowledge of French.

### **REFERENCES**

Furnished upon request.

## **NON-ACADEMIC COVER LETTER FOR A HUMANITIES/SOCIAL SCIENCE PH.D.**

18 Thackeray Avenue, Apt. #4  
Brooklyn, NY 10255  
Day: (212) xxx-xxxx  
Evening: (718) xxx-xxxx  
Email: rs@nyu.edu  
[today's date]

Margaret Barnett  
Assistant Vice President  
National Corporation  
100 Fifth Avenue, 9th Floor  
New York, NY 10099

Dear Ms. Barnett:

I was glad to see your advertisement for the Corporate Training position in today's New York Times. My qualifications are a good fit with your requirements, and I would certainly welcome an opportunity to work for a top organization like National.

I can offer your company the knowledge and experience that will make National's on-going training efforts both productive and cost effective. Managers at all levels do not have a great deal of time to spend in a classroom; they need to be in the office or in the field producing. My style of training is creative, thorough, and practical, so that staff "down time" is kept to a minimum, and the material can be applied immediately.

For example, a writing skills program I designed utilized both a brief student needs survey and current student assignments from other courses for weekly writing exercises. The survey enabled me to target the skill deficits most relevant to the students' daily coursework, thus decreasing the chance of focusing on irrelevant material. And using the current assignments as our writing exercises kept the students motivated and progress-oriented, because they could see the practical value of the exercises. This approach resulted in a noticeable improvement in each student's overall writing ability.

I would be delighted to apply these same successful techniques to help National reach its goals. I will call you next week to determine your interest. Thank you for your time and consideration.

Sincerely,

[signature]

Rebecca Sharp

encl.: resume

# NON-ACADEMIC COVER LETTER FOR A SCIENCE PH.D.

11 Bleecker Street, Apt. 6H  
New York, NY 10003  
(212) xxx-xxxx  
E-mail: jad@nyu.edu  
[today's date]

Mary J. Smith  
Executive Director  
Technical Recruiting and Development  
ArrowTech  
8888 Professional Drive  
Andover, MA 90909

Dear Ms. Smith:

Please accept this letter as my application for the Associate Director of Research Planning position you advertised in the March 2000 edition of American Biologist. My resume is enclosed for your review and consideration.

Your advertisement states that you are looking for someone with a proven track record of scholarly research. I feel strongly that the combination of my earned Ph.D. in Cellular and Developmental Biology and seven years of applied laboratory research have provided me with the skills necessary for making an immediate and valuable contribution to the ongoing research efforts at ArrowTech. Your ad also indicates that you are looking for an individual with experience as an administrator. Through my research, I have proven myself to be a successful manager, with an ability to motivate and coordinate the efforts of my staff.

My interest and familiarity with the important work being done by ArrowTech researchers in the area of surgical instrumentation enhancement makes me even more interested in contributing to your organization.

I look forward to learning more about ArrowTech. I will be contacting your office during the week of April 10th to discuss the possibility of an interview or to answer any questions you may have concerning my qualifications. Thank you for your time and consideration.

Sincerely,

[signature]

Jane A. Doe

enclosure: resume

# NON-ACADEMIC THANK YOU LETTER

11 Bleecker Street, Apt. 6H  
New York, NY 10003  
(212) xxx-xxxx  
jad@nyu.edu  
[Today's date]

Ms. Kelsey Davis  
Vice President  
Global Transactions Division  
Citicorp, N.A.  
399 Park Avenue  
New York, NY 10021

Dear Ms. Davis:

I want to thank you very much for meeting with me yesterday to discuss the Biology Research position. I enjoyed speaking with you and learning more about your research and design work.

My enthusiasm for the position and interest in working for Johnson & Johnson were strengthened as a result of our interview. I am confident that my academic background and work experience provide a good fit with the requirements of the job. I am sure that if given the opportunity, I could make a significant contribution to Johnson & Johnson.

Please feel free to contact me at (212) xxx-xxxx if I can provide you with any additional information. Thank you again for the interview and your consideration.

Sincerely,

Jane A. Doe

# SELECTED BIBLIOGRAPHY FOR A PH.D. IN HUMANITIES & SOCIAL SCIENCE - FOR THE NON-ACADEMIC JOB HUNT

## RESOURCES APPROPRIATE FOR NON-ACADEMIC AND SOME ACADEMIC PURSUITS:

The Woodrow Wilson Foundation: initiatives to help humanities Ph.D.'s find a broader market for their skills.  
([www.woodrow.org/phd/](http://www.woodrow.org/phd/) )

• The Chronicle of Higher Education. Job listings in higher education, as well as positions outside academia. (Public Library;  
<http://chronicle.com/jobs> )

"The Week in Review" and classified sections of the Sunday New York Times. ([www.nytimes.com](http://www.nytimes.com) )

Information on and jobs in the not-for-profit sector: Idealist ([www.idealists.org](http://www.idealists.org) ). The Foundation Center at 79 Fifth Avenue, 8th Floor, for additional research and resources ([www.foundationcenter.org](http://www.foundationcenter.org) ).

• Symlicity Guide to Top Employers. Profiles and information on hundreds of employers and nonprofits. ("Thousands" profiled on their Web site, <http://guide.symlicity.com> )

• So What Are You Going To Do With That?: A Guide To Career-Changing For M.A.'s And Ph.D.'s, Susan Basalla & Maggie Debelius. Farrar, Straus And Giroux, 2001. (Various Bookstores)

• Outside the Ivory Tower: A Guide for Academics Considering Alternative Careers, Margaret Newhouse. President and Fellows of Harvard College, 1993. (Try Harvard Career Services)

• Humanities Ph.D.'s and Nonacademic Careers, Roger Wyman & Nancy Risser. Committee on Institutional Cooperation, 1983.

• The Directory of Executive Recruiters, Corporate Edition, Kennedy Publications. Headhunters usually work with experienced executives. Make sure you are focused and know the industry. (Some Bookstores; 6th Fl. Bobst Library)

• Consultants & Consulting Organizations Directory (Vols. 1-2). A reference guide to thousands of firms engaged in consulting activities for various organizations, both public and private. (6th Fl. Bobst Library)

• The Cares Directory (formerly The Sourcebook). Lists human services agencies, clinics, programs throughout New York City. (Public Library--try Mid-Manhattan Library; <http://www.unitedwaynyc.org/?id=66> )

• The Chronicle of Philanthropy. Lists jobs in universities and other non-profit institutions. (Foundation Center;  
[www.philanthropy.com](http://www.philanthropy.com) )

• High-Tech Careers For Low -Tech People, William A. Schaffer. Ten Speed Press, 1999. (NYU Book Center)

• Careers in Communications and Entertainment, Leonard Mogel. Simon & Schuster, 2000. (Various Bookstores)

• Choosing A Career In Business, Stephen A. Stumpf. Simon & Schuster, 1984. (Public Library)

• National Trade & Professional Associations. Use associations for networking, job leads, and career information. (Public Library)

• Entertainment Employment Journal. National listing of jobs in TV, film, and radio. (Subscription; Try Newsstands)

# SELECTED BIBLIOGRAPHY FOR A PH.D. IN THE SCIENCES FOR THE NON-ACADEMIC JOB HUNT

## RESOURCES APPROPRIATE FOR NON-ACADEMIC AND SOME ACADEMIC PURSUITS:

Eclectic listing of jobs and resources for science, space, energy, and environmental professions: ([www.sciencejobs.com](http://www.sciencejobs.com)), ([www.quintcareers.com/science\\_jobs.html](http://www.quintcareers.com/science_jobs.html)), ([www.newscientistjobs.com](http://www.newscientistjobs.com)), ([www.eceajobs.com](http://www.eceajobs.com)).

The American Association for the Advancement of Science ([www.nextwave.org](http://www.nextwave.org)) - individual or institutional subscription required.

Mathematics: American Mathematical Society ([www.ams.org](http://www.ams.org)). Mathematical Association of America ([www.maa.org](http://www.maa.org)).

• The Chronicle of Higher Education. Job listings in higher education. (Public Library; <http://chronicle.com/jobs> )

"The Week in Review" and classified sections of the Sunday New York Times. ([www.nytimes.com](http://www.nytimes.com) )

• Insider Guide: Careers in Biotech and Pharmaceuticals. WetFeet.com, 2000.

• Symplcity Guide to Top Employers. Profiles and information on hundreds of employers and nonprofits. ("Thousands" profiled on their Web site, <http://guide.symplcity.com> )

• So What Are You Going To Do With That?: A Guide To Career-Changing For M.A.'s And Ph.D.'s, Susan Basalla & Maggie Debelius. Farrar, Straus And Giroux, 2001. (Various Bookstores)

• Outside the Ivory Tower: A Guide for Academics Considering Alternative Careers, Margaret Newhouse. President and Fellows of Harvard College, 1993. (Try Harvard Career Services)

• The Directory of Executive Recruiters, Corporate Edition, Kennedy Publications. Headhunters usually work with experienced executives. Make sure you are focused and know the industry. (6th Fl. Bobst Library)

• Consultants & Consulting Organizations Directory (Vols. 1-2). A reference guide to thousands of firms engaged in consulting activities for various organizations, both public and private. (6th Fl. Bobst Library)

• The Cares Directory (formerly The Sourcebook). Lists human services agencies, clinics, programs throughout New York City. (Public Library--try Mid-Manhattan Library; <http://www.unitedwaynyc.org/?id=66> )

• The Chronicle of Philanthropy. Lists jobs in universities and other non-profit institutions. (Foundation Center; [www.philanthropy.com](http://www.philanthropy.com))

• Mangement Consulting: A Complete Guide to the Industry, Sugata Biswas and Daryl Twitchell. John Wiley & Sons, Inc., 2002. (Various Book Stores)

• National Trade & Professional Associations. Use associations for networking, job leads, and career information. (Public Library)

• Hospital Blue Book. National listing of hospitals, healthcare systems, and medical schools. (Try Public Library)

• Neuroscience Training Programs in North America. Registry of formal, degree-granting programs. (Try Public Library, especially the Science, Business, and Industry Library)

• Vault.com Guide To Investment Banking, Anita Kapadia, Chris Prior, & Tom Lott. Vault.com Inc., 2000.

## NON-ACADEMIC JOB-HUNTING TIPS FOR PH.D.S

A majority of non-academic professional positions are not openly advertised; therefore, the key to securing most non-academic positions is knowing how to locate them, and how to effectively market your qualifications to the employer.

- **Identify...** relevant skills and abilities from your educational and other experiences, such as writing, research, or quantitative analysis that are appropriate for the kinds of positions you are seeking.
- **Expect...** to be able to demonstrate how these skills can be applied to a given job in the employer's organization.
- **Research...** non-academic opportunities that may be suitable for your discipline by utilizing strategies such as information interviewing and networking.
- **Explore...** non-academic employment opportunities for Ph.D.'s with organizations such as in higher education, government, the non-profit sector and private industry.
- **Communicate...** a genuine interest in the positions for which you are applying.
- **Investigate...** industries for employment possibilities for someone with a Ph.D. From your research, create a proposal for the employer that demonstrates how you can significantly benefit the organization. This could lead to an employment opportunity.
- **Network...** with members of professional organizations in the fields you are considering. This is an excellent opportunity to learn about current openings, as well as possibly acquire some tips on how to gain entry into these career areas.
- **Prepare...** to devote a substantial amount of time to the job hunt process, 35 hours per week minimum. Although many available non-academic positions are not based on a "seasonal" recruitment process, securing a satisfying career may take six months to a year.
- **Be...** flexible with starting salaries and don't be too concerned with job titles.

# **INTERVIEWING SKILLS FOR A PH.D. NON-ACADEMIC POSITIONS**

Although the interview process is an anxiety-provoking experience for many people, it is actually nothing more than a mutual exchange of information. Viewing the interview as a conversation, rather than as an interrogation, may certainly help to put you at ease.

Your role during the interview is to promote yourself and learn about the organization and the position, while the interviewer's job is to learn more about you. It helps to remember that the interviewer was once in your shoes and therefore can empathize with how you may be feeling. Preparing carefully for the interview will generally increase your confidence level and, as a result, make it easier for you to relax.

## **PURPOSES OF INTERVIEWING**

It's important to keep in mind that the purposes of interviewing are to:

1. Discover information
2. Provide information
3. Ask and answer questions to become more informed
4. Learn more about the job, position, company, person
5. Discover the needs of the interviewer, company, department
6. Make the interviewer feel comfortable with her/his decision
7. GET ANOTHER INTERVIEW

## **PREPARING FOR THE INTERVIEW**

You should be doing two kinds of research in preparation for your interview:

**SELF-ASSESSMENT:** This is the most important kind of research. You must know yourself: your strengths, weaknesses and career goals. Make some notes to yourself beforehand so you will be able to communicate these clearly to the interviewer.

**EMPLOYER RESEARCH:** Make sure you know something about the organization with which you are interviewing as well as the position for which you are interviewing. Obtain an annual report, company brochure, and identify recent newspaper and magazine articles written about the organization. It is also helpful to visit their offices and observe their work environment. After researching the organization, you should formulate several questions about the nature of the company and the position for which you are applying. You may ask these questions during your interview.

Self-assessment and employer research are two very important steps in preparing for your interview. Do not overlook them!

## **DRESSING FOR THE INTERVIEW**

Depending on the organization you are interviewing with, you should be prepared to wear professional business clothes or business casual attire. Unless you are informed to interview in business casual, stay on the conservative side and wear business attire.

### **PROFESSIONAL BUSINESS ATTIRE**

Both men and women should wear a suit. The kind of suit worn will be determined by the nature of the organization. A conservative color, such as navy blue or charcoal gray, is usually recommended for the greatest flexibility. Men should wear a tie and pressed shirt. Women should wear a matching jacket and skirt (hemline slightly above the knee) or a

pantsuit. Women's stockings should be a neutral color. Low-cut or revealing clothing is unacceptable. Be neat and coordinated in appearance.

Be conservative with makeup and jewelry. Depending on the industry and position, men should take out their earring(s) if they wear one. Avoid perfume or cologne and avoid smoking prior to the interview as the interviewer may be allergic.

Bring a briefcase, portfolio, or some type of presentable folder, not a backpack or bulky bag.

### BUSINESS CASUAL

Think of your business casual clothes as a relaxed version of your business attire. For men, casual business wear means casual pants (khakis with a woven shirt and tie or a sweater; no sport coat required). For women, it means slacks (khakis), mixed separates, sweaters, and tights or socks. No jacket is required, but a casual blazer is acceptable to wear.

Among the banned items in business casual wear are: shorts, blue jeans, t-shirts, flannel shirts, mini-skirts, spandex, team logo shirts, halter tops, tank tops, leggings, sweat suits, hats, athletic shoes, sandals, outdoor boots and provocative or revealing clothing of any kind.

### **ON THE DAY OF YOUR INTERVIEW**

Know where you are going. Write down the name, address, and phone number of the person with whom you have the interview, and bring it with you. Determine, at least a few days in advance, how you will get to the interview. You may even want to make a practice run to make sure you leave enough time to arrive at your destination.

Bring extra copies of the latest version of your resume and a list of references on a separate sheet of paper. Arrive at your destination approximately 10 minutes early. This will give you time to catch your breath and relax for a few minutes before the interview. The organization may also require you to complete an application form during this time.

### **FIRST IMPRESSIONS**

When the interviewer calls your name, stand up, establish eye contact, smile and shake his/her hand firmly (but don't break it). The handshake is the same for men and women. Remember to smile, be enthusiastic and show your self-confidence. You want to leave the recruiter with a positive impression. Most importantly, be yourself! Let your own personality shine through.

### **AREAS YOU WILL PROBABLY NEED TO DISCUSS**

- 1. Your knowledge of and interest in the field/industry/organization.** Be informed of current trends in the field. This knowledge will help to establish your credibility.
- 2. How your education and skills relate to the position.** Assess your training and education in terms of the requirements for the position and discuss how the Ph.D. and your skills will work to the organization's advantage.
- 3. Why you are seeking a nonacademic position versus an academic position.** Your reason should demonstrate thought and commitment.
- 4. Your ability to work in a nonacademic setting.** Be friendly, not intimidating. Do not apologize for the years spent in the doctoral program. Always emphasize the value of what you have done.

## POSSIBLE INTERVIEW QUESTIONS

1. Why are you applying for a nonacademic position after getting your Ph.D.? Are you also looking for an academic position?
2. What qualifications do you have that would make you successful in this field?
3. Why do you think you would like to do this type of work? How does it relate to your long-term career goals?
4. What accomplishments have given you the most satisfaction and why?
5. You have a theoretical knowledge of your field. How have you applied your learning in a more practical setting?
6. How will your education and experience benefit our organization?
7. Why did you decide to get a Ph.D., and how does it relate to your long-term career goals?
8. Why do you want to work for us?
9. Are you willing to spend at least 6 months to be trained? If an academic position arises in your field, are you going to leave this job?
10. What are your salary requirements? Do you feel that your education entitles you to a higher salary scale?
11. Why should we hire you?
12. Do you have any questions for us?

## **QUESTIONS YOU MAY ASK**

An interview should be an exchange of information. You should have questions formulated to ask an interviewer in order to demonstrate that you have taken an active role in approaching your interview. If you do not get a chance to ask questions during the main portion of the interview, you will likely have a chance at the end of your discussion. The specific questions you should ask will vary from one organization to another, but be sure to ask questions that focus on the job, its responsibilities and opportunities. Questions about salary, fringe benefits, vacation days, and health insurance should **not** be asked until you receive the job offer.

## POSSIBLE QUESTIONS FOR THE INTERVIEWER

1. What are the day-to-day responsibilities of this position?
2. Do you have a formal training program? If yes, could you describe it?
3. How will my performance be evaluated, and how often?
4. What is a typical career path for an employee entering your organization?
5. How is the present economic situation affecting your organization?
6. What are your plans for expansion in terms of products, service, new branches, etc.?
7. How would you differentiate your organization from your major competitors?
8. What do you consider to be the major problems facing your industry/field today?
9. What are the challenges your office faces?
10. Who would I be working with? Who would I report to?
11. What qualities does a person need to do well in this position?

## **CLOSING THE INTERVIEW**

Ask if there is anything else the interviewer wants to know about your skills or experience. Reiterate your interest in the position. Ask what the next step will be, and when you may expect to hear a decision. Make sure to get each interviewer's business card. Thank the interviewer for his/her time. Send a thank you letter within 24 hours. Follow up with the interviewer by phone if you haven't been notified of a decision within a few weeks.

## **RECAP: SUGGESTIONS FOR EFFECTIVE INTERVIEWING**

1. Prepare your responses: work experience, strengths, and examples of accomplishments.
2. Learn all you can about the industry, company, position and person who will be interviewing you.
3. Bring your own set of questions for the interview.
4. Do not try to “control” the interview. Have a conversation.
5. Let your “value” show and shine and sparkle.
6. Listen, listen, listen.
7. Relax and take your time...breathe!

Rehearse with a friend, tape record and/or do a mock interview.