

SWIGS WORLD WATER DAY PREP

Facilitator:

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Meet Your Facilitator



Kira Bruschke (she/her)

I respectfully acknowledge that we live and work on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to Six Nations, which includes six miles on each side of the Grand River.

- Support O:se Kenhionhata:tie Landback camp: https://www.landbackcamp.com/get_involved
- Learn more about the land on which you live and work on: <https://native-land.ca/> or <https://www.whose.land/en/>



THIS
workshop **IS A**
SAFE
SPACE

<http://swarthmorephoenix.com/2016/09/08/safe-spaces-unsafe-for-ideas/>

- 1) Choice
- 2) Respect
- 3) Care

Curriculum Vitae

- Approx. 3-6 pages for new academic (no page limit)
- Focus on research record
- Market publications, grants, scholarships
- Highlight teaching, research and service experiences
- Curated for departmental needs & types of position (eg research or teaching)
- Inventory of achievement
- Academic/R&D Positions

Résumé

- 1-2 pages approx.***
- Focus on employment/experience record
- Market skills
- Highlight transferable nature of experiences
- Curated to target specific position/employer needs
- Industry-focused

***Unsure of the preferred length? You can always check the HR website or contact HR via email for this info!

Major Sections of a Résumé (not exhaustive!)

- ❖ Header
- ❖ Summary of Qualifications
- ❖ Relevant Experience
- ❖ Additional Experience
- ❖ Selected Projects
- ❖ Education
- ❖ Technical Skills
- ❖ Professional Development/ Certifications
- ❖ Other Categories?

Major Sections of a CV

- ❖ Header
- ❖ Summary of Qualifications
- ❖ Education
- ❖ Research Experience
- ❖ Teaching Experience
- ❖ Awards/Grants/Scholarships
- ❖ Publications/Presentations/Conferences
- ❖ Service Experience
- ❖ Professional Development/ Certifications

Translation 101: Verbs

Academic Language	Industry Language
Look at/study/examine x	Evaluate/analyze x
Hold office hours	Communicate complex information to non-expert audiences
Run tutorials	Facilitate/lead group meetings
Run experiments	Design and manage laboratory experiments
Defend thesis	Lead discussion on research with experts in field
Give lecture	Present/coach/demonstrate/communicate
Give conference presentation	Present research findings to experts in field

Header



Your Name (can include your pronouns!)



Location: optional and can be kept general (e.g., Waterloo, ON)



Contact info: email and phone



Additional profile links: Github, LinkedIn, etc.



Want to include an Objective? These are great for cold-calling or searching for internships that are not advertised!

Summary of Qualifications

4-6 bullet points outlining:

- 1) x years y experience (research and/or teaching)
- 2) Technical skills, related expertise, industry experience, training or certification (as relevant)
- 3) Relevant soft skills, connecting to job area
- 4) # of publications, including in *big journal name if relevant*
- 5) \$ of funding, including *prestigious award name if relevant*
- 6) Designations/Certifications/Licenses if applicable

SUMMARY OF QUALIFICATIONS FROM A CV

Summary of Qualifications

- 7+ years independent research and consulting experience related to groundwater management, including project experience with modelling and remediation
- 5+ years undergraduate teaching experience on topics ranging from advanced mathematics to environmental assessment practices
- Successful grant record, including NSERC and Mitacs; published in *Journal of Groundwater Research*
- Solid technical background in statistical software and Matlab; strong programming skills in C++ and R developed through academic and consulting projects
- Engaging presenter with a commitment to interactive and pedagogically sound teaching practices, including incorporating innovative teaching approaches
- Eligible for P. Eng designation

Experience Sections

You could use section headers: Work Experience and Volunteer Experience.

But sometimes the below sections give you more control over your resume in highlighting your strengths:

- ✓ Relevant Experience
- ✓ Select Projects
- ✓ Additional Experience
- ❖ Prioritize sections based on relevance
- ❖ Extract transferable skills to use for your bullet points

Writing Effective Bullet Points

- **Paint a picture with words** (help the employer envision you doing those jobs).
- **What—How—Why**

WHAT you did	HOW you did it	WHY it's important
<ul style="list-style-type: none">• Action or achievement verb (e.g., Analyzed, Developed, Optimized)	<ul style="list-style-type: none">• Tool (e.g., programming language)• Approach/methodology• Adverb (e.g., effectively, accurately)• Role (e.g., member, treasurer)	<ul style="list-style-type: none">• Result or accomplishment• Outcome• Impact• Quantify where possible

- Accomplishments > duties (E.g., “Received best customer service award” vs. “waited on tables”)
- Use similar industry terms (you can often find these in the job posting).

WRITE A BULLET POINT ABOUT RESEARCH/PROJECT

- 1) What you did + How did it + Why (outcome or purpose)
- 2) Achievement Verb* (what+why) + How you did it

Preparing for Networking Conversations

- What is your goal for World Water Day?
- What do you hope to learn from and know about the people you will meet?
- What do you want them to know about you?



Navigating Networking Conversations



INTRODUCE YOURSELF

- Name
- Research area, knowledge, skills, interests, experience
- Career goals
- Ask for a few minutes of their time



LISTEN & LEARN

- Ask specific questions
- Be prepared to respond – offer something back about yourself
- Request feedback/tips
- Build rapport



END THE CONVERSATION

- Watch for signs
- Ask for contact info
- Thank them
- State value of conversation



FOLLOW-UP

- Send thank-you message within 24-48 hrs
- Reiterate skills/interest + what advice was helpful
- Find ways to stay connected!

Let's Brainstorm



**INTRODUCE
YOURSELF**



LISTEN & LEARN



END THE
CONVERSATION



FOLLOW-UP

- Write a draft for your intro
- Review your Summary of Qualifications—can it be turned into an introduction?

Elevator Pitch—Reflections for later

- What do you want people to know about you immediately?
- What key words are important in your intro?
- What skills, expertise, knowledge or experience could you mention?
- Do you need to tailor this for different people you meet?
- Is there a request or call to action you can incorporate?

Next steps...

- Build your intro and tailor it for the various employers you want to meet
- Practice with someone!
- Review resources on Career Hub careerhub.uwaterloo.ca

UNIVERSITY OF WATERLOO



Thank you!