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**Title:** AIPG Student / Early Career Professional Monthly Webinar: Tips for Successful Job Applications

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**Intended for:** Webinar / panel for students and early career professionals (American Institute of Professional Geologists)

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# AIPG Student / Early Career Professional Monthly Webinar: Tips for Successful Job Applications

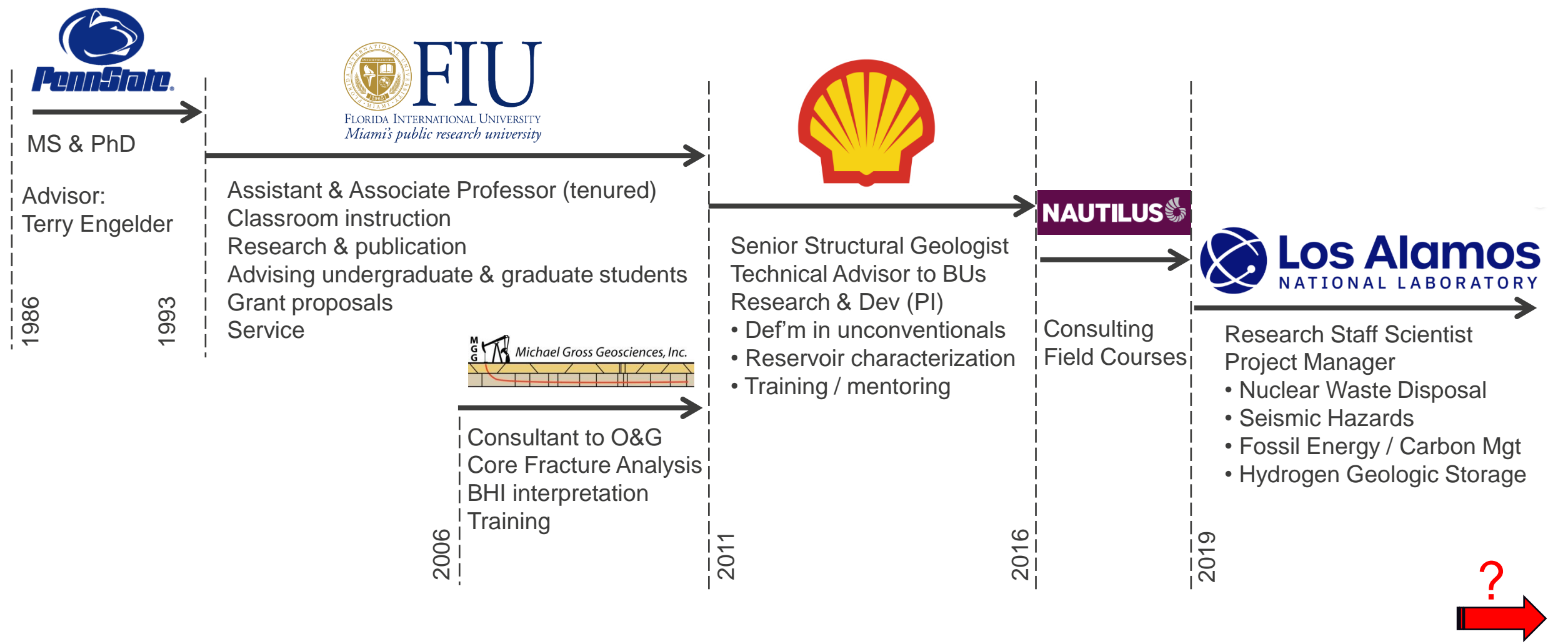
Michael Gross  
Earth & Environmental Sciences Division

April 25, 2023

LA-UR xxxxxxxx

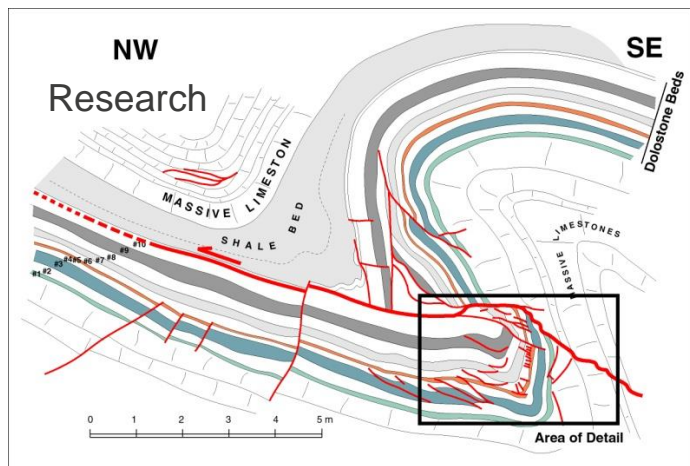


# Michael Gross Career Timeline

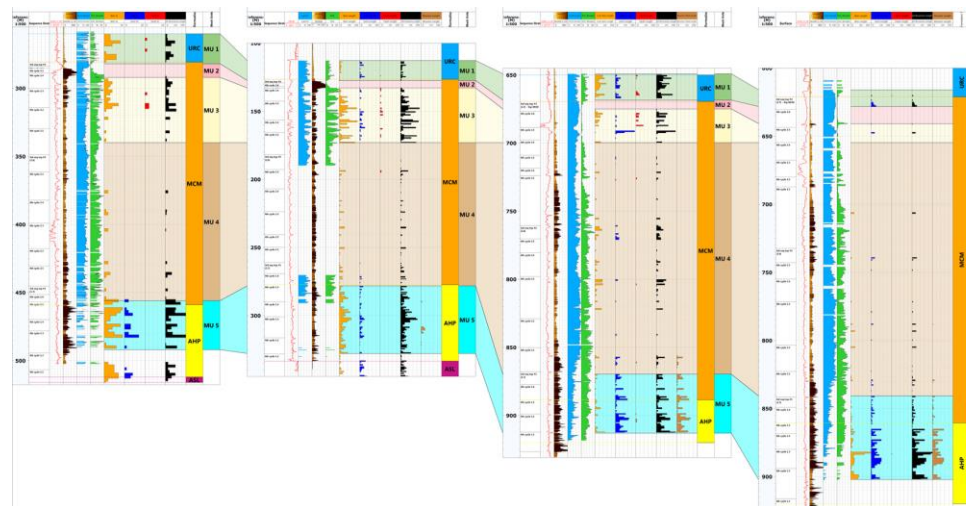
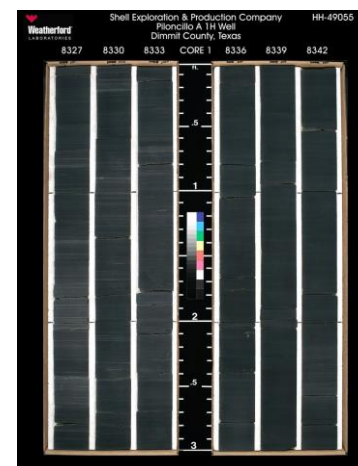
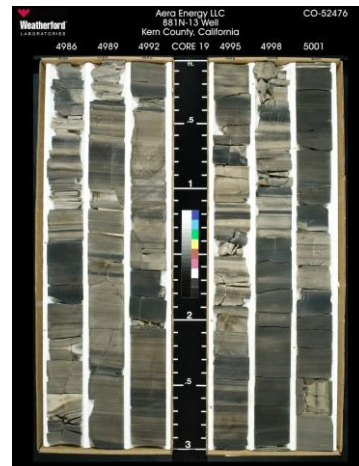


# Professional Work Role Examples

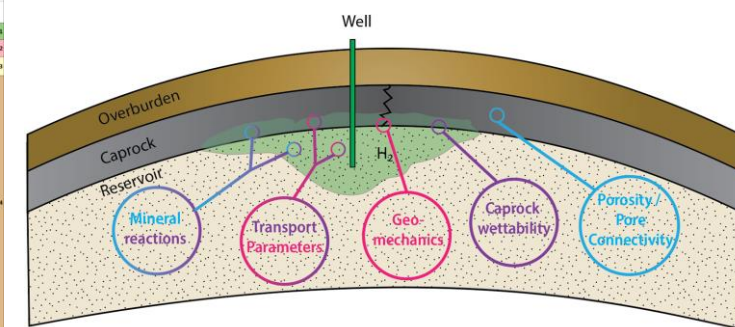
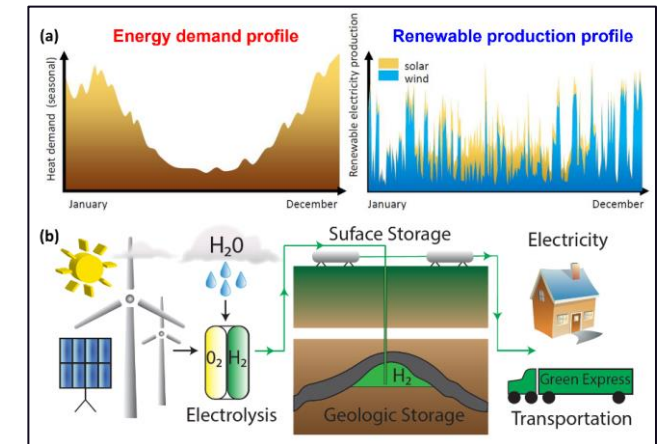
## Academia



## Industry



## National Lab



Adapted from Heinemann et al. (2021)

# Resumes & Cover Letters – tips for students and early-career professionals

- Resume should be 1 or 2 pages (avoid partial pages; expand or contract detail as appropriate)
- Make it easy to read with clear structure / hierarchy (30-60 seconds initial screening)
- Education above Experience
- For education: college/university, degree (or department), year; separate entry for each degree
  - Optional: Title of thesis/dissertation, academic advisor(s) depending on space and audience (employer)
- For experience: reverse chronological; describe your role with action verbs (e.g., developed, investigated, discovered, evaluated, predicted, modeled, identified); explain how you contributed to project success
- List skills, especially programming languages and software competencies; not necessary to list specific courses (implied with degree)
- Publications and conference abstracts are very important
- Professional memberships show that you are interested and active in your field
- No to hobbies, private street address, high school era
- Yes to cover letter unless specifically discouraged
- Tailor / modify resume and cover letter to specific job advertisement (key words, job description)

# Advice to Young Professionals

- Network, Network, Network!
  - Attend meetings and conferences, volunteer for workshops and field trips
  - Update your profile and posts in LinkedIn
  - Ask colleagues, friends, professors to make introductions
- Continuous Learning
- Develop skills in data/information integration, interdisciplinary (cross-cutting) work, explore outside your comfort zone to solve complex problems
- Become knowledgeable about finances, budget management and accounting
- Understand (and manage) the benefits offered by your employer
- Evaluate your performance and outcomes; make course corrections; expand your project portfolio and circle of co-workers; don't be discouraged; uphold commitment and reputation

# Career Matrix (opinion of M Gross)

	<b>Academia</b> (tenure track faculty)	<b>Industry</b> (oil & gas)	<b>Government</b> (DOE National labs)
Job Security	HIGH (if tenured)	LOW	MID
Pay / compensation	LOW*	HIGH (+ bonuses)	MID
Freedom / independence	HIGH	LOW	MID
Mission	Higher education Basic research	Profit	National Priorities
Benefits (retirement, health, vacation)	MID	HIGH	MID
Career Advancement / Promotion	SLOW	FAST	MID
Professional side hustle	HIGH	LOW	LOW-MID
Security / Confidentiality	LOW	MID	HIGH
Bureaucracy / red tape	MID	LOW	HIGH
Training / Safety	LOW	MID	HIGH

\* Average, excluding elite institutions

# Thank You!