

**LA-UR-23-24313**

**Approved for public release; distribution is unlimited.**

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

**Author(s):** Gross, Michael Robert

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

**Issued:** 2023-04-25



Los Alamos National Laboratory, an affirmative action/equal opportunity employer, is operated by Triad National Security, LLC for the National Nuclear Security Administration of U.S. Department of Energy under contract 89233218CNA00001. By approving this article, the publisher recognizes that the U.S. Government retains nonexclusive, royalty-free license to publish or reproduce the published form of this contribution, or to allow others to do so, for U.S. Government purposes. Los Alamos National Laboratory requests that the publisher identify this article as work performed under the auspices of the U.S. Department of Energy. Los Alamos National Laboratory strongly supports academic freedom and a researcher's right to publish; as an institution, however, the Laboratory does not endorse the viewpoint of a publication or guarantee its technical correctness.



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

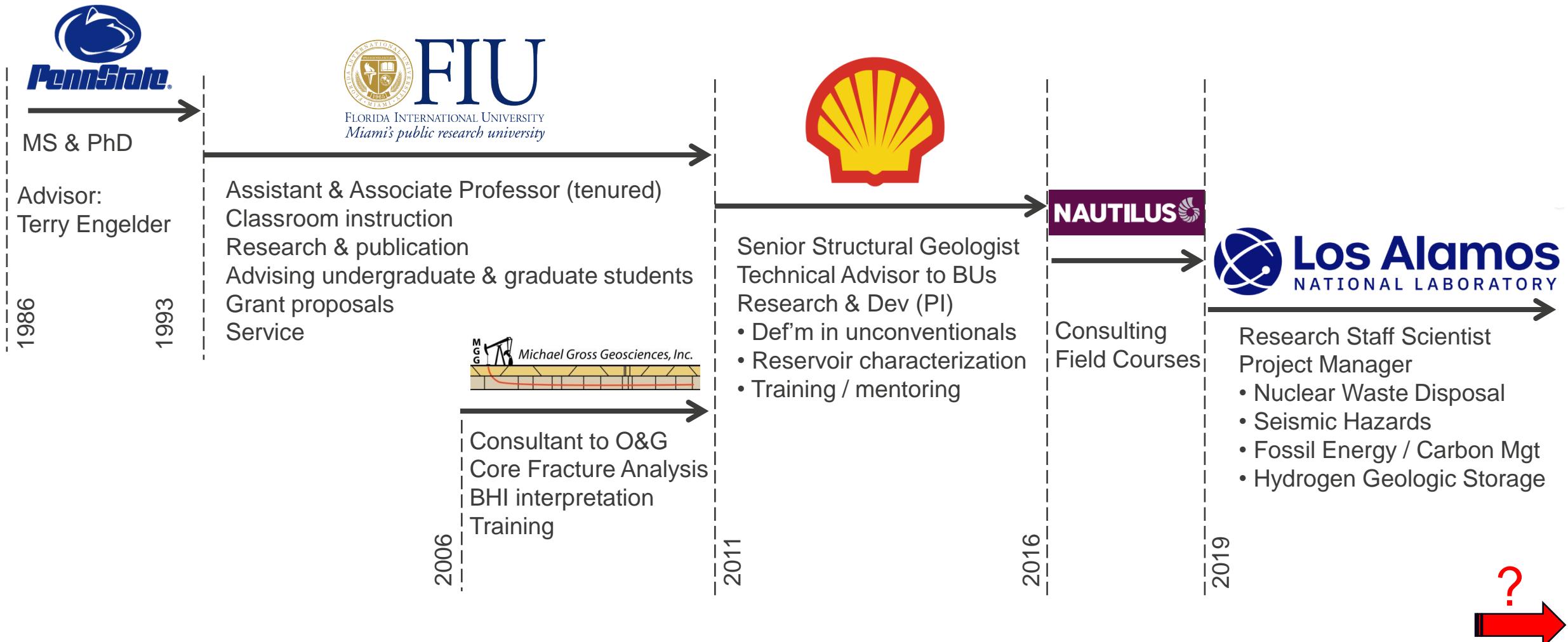
Michael Gross  
Earth & Environmental Sciences Division

April 25, 2023

LA-UR xxxxxxxx

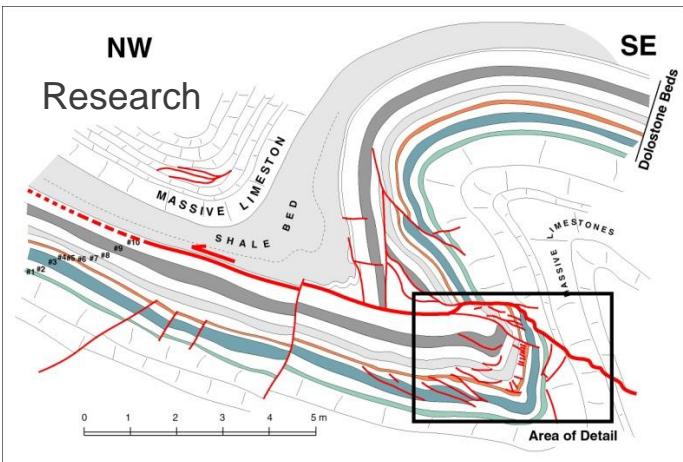


# Michael Gross Career Timeline

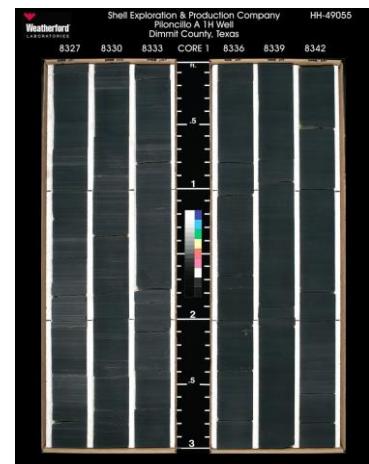


# Professional Work Role Examples

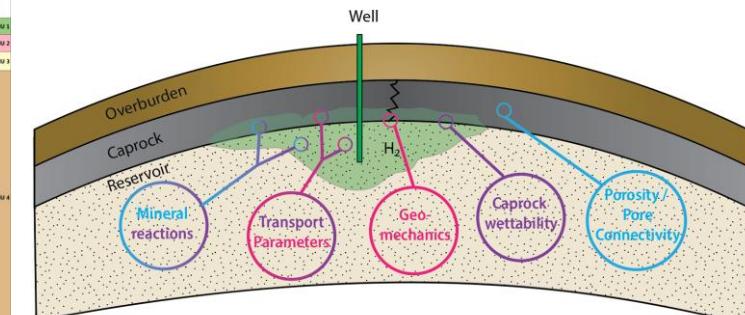
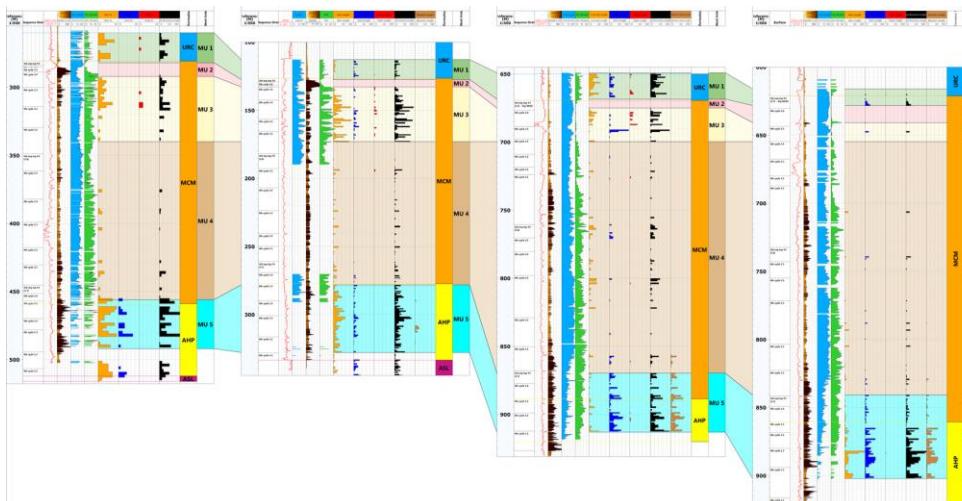
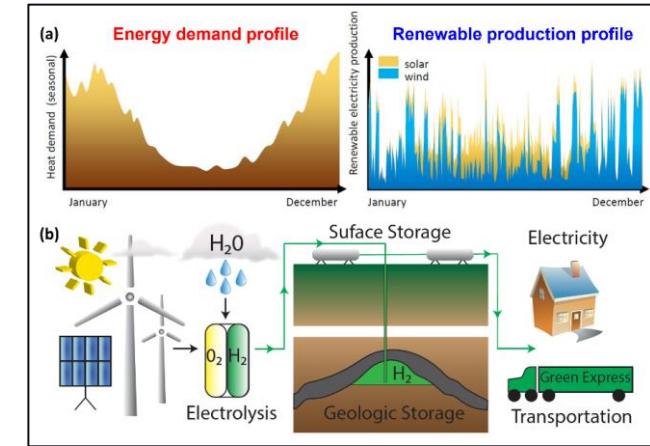
## Academia



## 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)

	Academia (tenure track faculty)	Industry (oil & gas)	Government (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!