

OFFICE OF CAREER SERVICES ORIENTATION HANDBOOK

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OFFICE OF CAREER SERVICES

Located at 47 College Street, the Career Services staff are available to assist you in developing, managing, and implementing career plans and strategies through a number of useful programs and resources including the following:

- ✓ Public Health Job Posting Website
- ✓ Individual Career Counseling appointments
- ✓ Special events– Alumni Career Panels, Internship Workshops, Career Information Sessions
- ✓ Employer Presentations and On-Campus Recruitment
- ✓ Informative and convenient online career resources
- ✓ Career related books and other career related resources

Public Health eRecruiting Website

Career Services utilizes Experience, Inc.'s eRecruiting system to post jobs, internships, fellowships and funding opportunities. Students can submit their resumes for viewing for employers and all Career Services events are listed on the eRecruiting calendar of events.

YSPH E-Newsletter

Students receive the YSPH E-News weekly via email which lists newly posted positions, student deadlines, relevant information, and upcoming events.

Special Events

Alumni Career panels: Career Services routinely invites YSPH alumni to return to campus and share their own career experiences. This is an opportunity for students to get information on job and industry trends, as well as make valuable networking connections for their internship and job search.

Internship Workshops: In the fall, students will be given the opportunity to learn about internships through presentations by Career Services and returning second year students. This is the perfect opportunity for first-year students to hear internship advice and information from others who have been through the experience. These will be held throughout the semester so students will have the opportunity to choose which presentations to attend based on their career interests.

Career Fairs: Career Services helps to plan and/or promote campus-wide career fairs such as the Federal Career Fair, Corporate Career Fair, and the Health Professions Career Fair.

Professional Development and Career Counseling

While Career Services holds a number of professional development workshops designed to prepare students for an effective internship and job search, our strength lies in the ability to provide students with an individualized approach. Students are encouraged to make appointments for resume reviews, cover letter feedback, career counseling, internship guidance, alumni networking assistance, and mock interviews to hone the skills needed to successfully correspond with employers, graduate school admissions, and medical school interviewers.

Online Career Resources

Visit the Career Services Web Page at <http://publichealth.yale.edu/student/ocs.html> for information on career development resources, internship funding, and links to useful job search databases on the internet.

Career Services Conference Room

The Career Services conference room is located on the main level at 47 College Street. This room serves as an area for presentations by students, alumni, and employers. The conference room also houses hard copy employer information as well as career related books and other career related resources that students may check out. In addition, a fax machine for student use is located in this room.

Address

**Yale School of Public Health
Office of Career Services
47 College Street, Suite 108
New Haven, CT 06510
Phone (203) 785-2827
Fax (203) 785-7356
Email: ysph.career@yale.edu**

Hours of Operation

**Monday-Friday
8:30-4:30**

Summer Hours: 8:00-4:00

Visit us online at:

<http://publichealth.yale.edu/student/ocs.html>

RESUME GUIDELINES

Use no less than 11 point font, 1” margins on all sides are standard.

Note: *This format spans two pages due to inclusion of all optional sections.*

A one page resume is strongly recommended unless you have been out of undergrad for more than five years or have significant experience in the field. We encourage you to meet with a Career Services staff member for individualized feedback on your resume.

STUDENT NAME

Current Street Address
City, State, Zip
Phone (*this should be the number where you are most easily reached, i.e. cell*)

Permanent Street Address
City, State, Zip
Email address

EDUCATION

Yale School of Public Health, New Haven, CT
Candidate for Master of Public Health, year expected to graduate
Concentration:

Undergraduate University, City, State
Degree, Major, Year

Other Universities Attended, City, State *this includes education abroad*

Related Course Work *this section is optional, but if included, is a sub-category of education*

You include a brief list of courses that may help your application by showing specific relevance to the position you are applying for.

EXPERIENCE *includes relevant employment and volunteer experiences listed in reverse chronological order*

Most Recent Employer Name, City, State month/year – present

Your Position Title, you can also add in the department name if desired

Provide a concise description of your accomplishments in this position, using action verbs to begin your sentences. This should include summarizing skills relevant to the position you will be applying for. This should be in bullet form. Make sure your verb tense is consistent — if you are describing a previous position or a current position where you're noting an accomplishment, this should be written in the past tense. Accomplishments still underway are in the present tense.

Next Most Recent Employer Name, City, State month/year – month/year

Your Position Title

A concise description of your accomplishments. Format should be consistent with the position above.

Third Most Recent Employer Name, City, State month/year – month/year

Your Position Title

Description of your accomplishments using a format consistent with the above.

Continue adding Employment/Volunteer Experiences that are Relevant to Your Career Progression in reverse chronological order using the Format Above

STUDENT NAME

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SKILLS *this section is optional*

List Your Skills That Are Relevant to the Employment You Are Seeking

These may include: Languages (note degree of proficiency), Certifications/Licenses held, Computer (note programs and degree of proficiency)

Example:

Computer: Proficient in Microsoft Office Suite, SAS, SPSS, familiar with GIS, Access

Language: Fluent in Spanish, conversant in French

AWARDS *this section is optional*

List your relevant awards in reverse chronological order. Don't overestimate the recognizability of your awards and honors beyond your immediate circle. Include enough information for the reader to understand the magnitude and importance of especially noteworthy ones.

Example:

Downs Fellowship for Internship Research, Yale University

06/05 – 08/05

One of four awarded in the School of Public Health from over thirty submissions.

ASSOCIATIONS *this section is optional*

List memberships in all major professional associations and the years affiliated. If you have been active in one or more, you may want to describe the nature of your involvement.

Examples:

American Public Health Association

2004 – Present

Student Association Yale School of Public Health (SAYPH)

2004 – Present

Vice President in Charge of Orientation, provided leadership in organizing activities for incoming student class.

POSTERS/PRESENTATIONS *this section is optional*

List all the posters and presentations you have delivered along with the names, dates, and locations of the conferences or meetings where you presented the work. If it was a joint poster/presentation, list other participants in the same format as publication authors below.

Example:

Name, S., and Doe, J. 2003. Study of the Use of Tobacco by Women in Underserved Populations in India.

Presented at the 2003 Annual Meeting of the Association of Schools of Public Health.

PUBLICATIONS *this section is optional*

Publications must include the author's name, title of the article, volume of the journal, and page numbers of the article. If an article has more than one author but less than six, all authors must be listed. If there are six or more authors, list only the surname of the first author followed by "et al."

Examples:

Name, Student. 1999. The Social-Institutional Bases of Gender Stratification: Japan as an Illustrative Case. *American Journal of Sociology* 94:300-33

Doe, J., Name, S., Brown, A. 2002. Reductions in Immunoreactivity in the Hippocampus of Subjects with Bipolar Disorder. *Journal of Psychiatry* 105:218-21

ACTION VERB LIST FOR RESUMES

from the Damn Good Resume Guide
by Yana Parker, Berkley: Ten Speed Press

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
collaborated
convinced
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted

lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained

operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted

managed
marketed
planned
projected
researched

Creative Skills

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated

implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Additional Verbs for Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed

SAMPLE RESUME

STUDENT NAME

123 Yale Street
New Haven, CT 06520
(203) 555-2323
another.student@yale.edu

123 Main Street
Anytown, CT 12340
(203) 555-1111

EDUCATION

Yale School of Public Health, New Haven, CT
Candidate for Master of Public Health, 2002
Health Management Program in conjunction with **Yale School of Management**

Creighton University, Omaha, NE
Bachelor of Science, Health Administration and Policy, 2000, *cum laude*

EXPERIENCE

Nebraska Methodist Hospital, Omaha, NE 4/00-7/00
Administrative Intern

- Evaluated compliance with HIPAA regulations and forecasted future needs to maintain regulatory compliance.
- Gathered and analyzed performance data to support restructuring of peri-operative services at hospital.
- Performed data analysis to facilitate improvement in Pathology department call-order and lab result inquiries from neighboring rural hospitals.
- Participated in daily administration meetings regarding all facets of the hospital including: JCAHO accreditation, budgeting, and physician administration relations.

Nebraska Methodist Health System, Omaha, NE 11/99-1/00
Human Resources Intern

- Summarized and presented employee satisfaction survey data.
- Compiled information for the finance department regarding payrolls for employees to insure accurate compensation for hours worked.

Physicians Clinic Inc., Omaha, NE 5/99 – 8/99
Administrative Intern

- Conducted a medical chart delivery system satisfaction survey for Physicians Clinic employees.
- Posed as a new patient to assess the thoroughness and politeness of Physicians Clinic's receptionists.
- Created a "6 month checkup" for Physicians Clinic's regional administrator to assess needs of clinic managers.
- Compiled data for a leadership survey conducted by the Human Resources department.

St. Joseph Hospital's Osteoporosis Research Center, Omaha, NE 5/98 – 8/98
Genetics Research Assistant and Expense Analyst

- Extracted DNA from blood samples of St. Joseph Hospital patients. Performed additional lab procedures including: gel electrophoresis and centrifugation.
- Served as a financial analyst to determine cost-effectiveness of lab studies.

SKILLS

Foreign Language: Fluent in Spanish, conversant in French
Computer: Proficient in Microsoft Office Suite, familiar with SAS

ASSOCIATIONS

American College of Healthcare Executives (ACHE) 8/00 - Present
Student Associate

Liaise between the organization and Yale School of Public Health students to promote awareness of ACHE resources and fellowship opportunities.

SAMPLE CURRICULUM VITAE

NOTE: This CV format was modified from a sample courtesy of Virginia Tech. Please see the YSPH Office of Career Services staff with any questions about your resume/CV format, including publications and abstracts.

John O. Student

1200 University Avenue
Blacksburg, VA 24060
(540) 555-1212
john.o.student@vpu.edu

500 Greenbrook Drive
Norfolk, VA 23703
(757) 555-1000

EDUCATION

Virginia Polytechnic Institute and State University, Blacksburg, VA

Candidate for **Doctorate of Philosophy**, Microbiology, 2006

Dissertation: Regulation of aerobic gene expression in *Escherichia coli*, Advisor: Thomas A. King

Old Dominion University, Norfolk, VA

Bachelor of Science, Biology; Minor: Chemistry, 1999

RELATED EXPERIENCE

RESEARCH

Department of Biology, Virginia Tech, Blacksburg, VA

August 1999 - present

Pre-Doctoral Fellow/Ph.D. Research

- Design and conduct experiments for purification and characterization of the repressor for the sn-glycerol 3-phosphate regulon of *Escherichia coli* K-12
- Identified structure of the *glp* repressor and determined DNA binding domains

National Institutes of Health, Poolesville, MD

May 1998 - August 1999

Research Fellow

- Synthesized and purified over 250 oligonucleotides
- Sequenced DNA, analyzed data and presented results at weekly laboratory meetings
- Constructed a cosmid library from human blood DNA

Department of Biology, Virginia Tech, Blacksburg, VA

August 1997 - May 1998

Research Assistant

- Performed protein bioassays and prepared tissue cultures
- Assisted with DNA preparations for DNA fingerprinting including isolating DNA and gel electrophoresis
- Transfected DNA into mammalian cells and isolated clones

TEACHING

Department of Biology, Virginia Tech, Blacksburg, VA

August 2001 - present

Laboratory Instructor

- Taught two laboratory sections for undergraduate introductory Microbiology course

Department of Biochemistry and Nutrition, Virginia Tech, Blacksburg, VA

August 2000 - May 2001

Teaching Assistant

- Advised undergraduate biochemistry students during office hours

John O. Student
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HONORS/AFFILIATIONS

American Society for Microbiology	2001 - present
Sigma Xi, The Scientific Research Society	2001 - present
Cunningham Dissertation Fellowship (Virginia Tech research grant)	2003 - 2005
National Institutes of Health Pre-doctoral Fellowship	1999 - 2000

PUBLICATIONS

Student, J. O. and T. K. Advisor. Structure of the *glp* repressor and the determination of DNA binding domains. (in preparation)

Student, J. O. and T. K. Advisor. 2001. Structures of the promoter and operator of the *glpD* gene encoding aerobic *sn*-glycerol 3-phosphate dehydrogenase of *Escherichia coli* K-12. *Journal of Bacteriology* 23: 1952-1955.

Advisor, T. K., J. O. Student, A. Colleague, and S. Colleague. 1999. Purification and characterization of the repressor for the *sn*-glycerol 3-phosphate regulon of *Escherichia coli* K-12. *Journal of Biology and Chemistry* 106: 2067-2072.

ABSTRACTS

Student, J. O. and T. K. Advisor. 2001. Nucleotide sequence of the *glpR* gene encoding the repressor of *Escherichia coli* K-12. American Society for Microbiology, Anaheim, CA.

Advisor, T. K., J. O. Student, A. Colleague, and S. Colleague, A. M. Graduate. 2000. Tandem operators control *sn*-glycerol 3-phosphate *glp* gene expression in *Escherichia coli* Gordon Research Conference, Meriden, NH.

Student, J. O. and T. K. Advisor. 1999. Regulation of aerobic *sn*-glycerol 3-phosphate dehydrogenase *glpD* gene expression in *Escherichia coli* K-12. American Society for Microbiology, Miami Beach, FL.

COVER LETTER GUIDELINES

Use no less than 11 point font, with 1” margins on all sides.

Note: *This format spans two pages due to inclusion of instructions.*

A standard cover letter should be no more than one page, three to five paragraphs.

Be sure to target each cover letter to the position and organization that you are applying to.

Do not use a generic cover letter to apply for multiple positions.

Your Name
Your Street Address
City, State Zip
Your Phone Number
Your Email Address

Date

Name of Recipient with Courtesy Title (*such as Dr., Mr., Ms.*)
Title of the Individual in the organization (*such as Director of ...*)
Name of Company or Organization
Street Address
City, State Zip

Dear Name of Recipient, *as written in the address above (such as Dr., Mr., or Ms. Last name)*. Do not use “Sir or Madam”. If you do not have a contact name, use “To Whom It May Concern”.

The first paragraph should mention the position to which you are applying, how you heard about the position and your general qualifications for the job. This section should be two to three sentences long.

Example of First Paragraph:

In May 2008 I will graduate from the Yale School of Public Health with a Master of Public Health degree and a concentration in Chronic Disease Epidemiology. I found the position of Research Analyst posted by The Center for Health Care Strategies on the Yale Public Health Employment Resource site and would like to be considered for this opportunity.

The body of the letter should be one to two paragraphs where you discuss, in detail, how your most relevant experience and background qualifies you for the position. You should not repeat your resume, nor should you summarize it. Rather, use specific examples of the skills or experiences mentioned in your resume to show why you are a strong candidate in relation to the nature of the job that you are applying for. Never use clichés such as “can think out of the box”, “am a quick learner”, “am an independent thinker”, or “I work well on teams”. Instead, show, through example, how you have exhibited such qualities, using action verbs and concise writing.

Example of Body of the Letter:

My coursework has included a number of health policy and epidemiology classes, which have been augmented by a community project involving maternal/child health and interventions related to chronic disease. This spring I plan to enroll in additional classes in health care management and the evaluation of community health programs at the Yale School of Management. The MPH program at Yale is an interdisciplinary degree that has allowed me to apply my educational experiences in local and international arenas. Last spring, I worked with

the March of Dimes Birth Defects Foundation, Northern Metro Chapter, to produce a perinatal needs assessment for Fairfield County, CT. This experience strengthened both my analytical and communication skills as I presented my recommendations to the decision makers who presided over the project. For 12 weeks during the summer I traveled to Peru, where I assisted in a community intervention trial based on an immunization and nutrition program. Here, I further developed my ability to analyze the effectiveness of intervention strategies in place.

The conclusion of the letter fuses your skills with the needs of the company and states the next steps you will take with respect to your goal of obtaining an interview. This can include requesting an interview or mentioning that you will follow up with a phone call in the near future.

Example of Conclusion:

With growing concerns over health care costs, it is clear why so many HMOs are choosing to invest in health promotion programs as well as disease intervention methods. I believe that my education and prior work experience will enable me to make a significant contribution to CHCS. Enclosed is a copy of my resume, which provides additional information on my background and work experience. Thank you in advance for your time and I look forward to hearing from you.

“Sincerely” is a good way to close your letter, and remember to sign your name.

Example of Closing:

Sincerely,

John Doe

John Doe

We encourage you to meet with an Office of Career Services staff member for further feedback on your personal cover letter.

COVER LETTER SAMPLE

Y. Margaret Li
P.O. Box 10000
New Haven, CT 06604
y.margaret.li@yale.edu
(203) 555-1212

November 1, 2006

Ms. Sheila Gordon
Manager of Employment
Ford Foundation
320 East 43rd Street
New York, NY 10017

Dear Ms. Gordon,

I am writing to express my interest in the Program Officer in Beijing at the Ford Foundation which was posted on my school's Employment Resource site. I am a second year student in the Master of Public Health Program at Yale School of Public Health. In addition to my major concentration in Global Health, I have taken courses in Health Policy and Administration.

In 2002, I was appointed as business representative in China's import and export field. From this two-year experience, I gained financing, operation, negotiation and decision-making skills. During the summer of 2006, my proposal to conduct a study concerning disabled children in China was funded by the Center of Health Care Financing at Harvard University. I also had the opportunity to attend the NGO forum of the 4th World Women's Conference in Beijing upon completion of my summer internship in Shandong. These experiences have given me an insider's knowledge and understanding of China's current healthcare system and policies.

As you know, China contains one-fifth of the world's population and population control is essential for the development of my home country. I would welcome the opportunity to be involved in any activities and projects dealing with reproductive health and population issues in China. I am aware that the Ford Foundation is involved in many such programs in Beijing.

I am excited at the prospect of working for the Ford Foundation. Enclosed is a copy of my resume and a writing sample, which is an analytical paper on the maternal and child health program that I worked on in China. I will call you next week to set up a brief meeting to discuss my candidacy for the position of Program Officer at the Ford Foundation and I look forward to the opportunity to meet with you at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Y. Margaret Li

Y. Margaret Li

HOW TO NETWORK

NETWORKING WITH ALUMNI

The Office of Career Services at the Yale School of Public Health is committed to facilitating constructive communication between students and alumni. A comprehensive database of alumni is maintained for this purpose and MPH students are encouraged to connect with MPH alumni who are willing to share valuable advice and insight as students navigate through their career paths. Students interested in contacting alumni are encouraged to determine specific organizations, geographic areas, or industries of interest and make an appointment with Career Services to initiate the networking process.

GUIDELINES FOR NETWORKING

Put Yourself in the Shoes of the Person You Are Contacting

While our alumni have offered their time to share information and advice, they will want to be contacted in a manner that is professional and polite (see sample outreach emails to alumni later in this packet). Remember that they are available to assist you, not be a vehicle to provide you with the specific job, internship, or opportunity that you are looking for.

Do Your Homework Before Contacting the Alumnus

Alumni are busy professionals. To make the best use of their time, prior to your communication, take the time to be introspective about your own career goals and interests, and research the type of career that you are interested in so that you can ask pertinent questions.

Respect the Alumnus

Some alumni have made Career Services aware of the type of assistance they are willing to provide. Career Services will relay this information to you. Please respect the choices that the alumnus has made when requesting information regarding career assistance.

Follow Up on Referrals

If the alumnus refers you to a job or internship contact, BE SURE to follow up with that contact. Often when someone makes a referral, they will contact the person they are referring the student to in order to let them know that they will be contacted. Do not waste the alumnus' time and cause them embarrassment by not following through on a contact they have provided. Also, let the alumnus know about your success in reaching the person they referred you to.

Always Say Thank You

Always send a hard copy or email a thank you note after receiving assistance by email, phone or in person. Conducting yourself in a professional and polite manner is one of the easiest ways to ensure that someone would again be willing to help you and future MPH students. In addition, letting the alumnus know the outcome of your career research further cements the networking relationship and gives the alumnus the courtesy of seeing your joint efforts come to fruition.

GENERAL NETWORKING ADVICE

THE ART OF NETWORKING

(adapted from Yale Undergraduate Career Services)

Networking. Informational interviews. The very concept reduces some people to nervous explanations of why they can't do it. Those who have developed professional and social networks, however, benefit from the relationships for years to come and sometimes even find the process enjoyable!

THE BASICS

Whether your goal is to find a job, explore career possibilities through informational interviews, take the next step in your career, make professional or social contacts in a new city, or change careers, networking can be the most effective tool to use. Opportunities for networking range from contacting strangers who might have career information you need to asking a second year MPH student where to find the best gym in town. Networking is something most of you already know how to do. It's how you met your friends, selected your classes, chose your concentration, decided where to go during spring breaks. Learning, doing research, and developing relationships are all skills that each of you utilized and developed while at Yale.

Meeting people can be intimidating for some. If that describes you, think of networking as a research project. The answers, however, are not in the library or on the internet but are known among the folks working in the career area or social setting of your choice. Since you don't know who has the information that will be most beneficial, your task is to contact enough people so that you eventually find the person who has the answer most appropriate to your situation. You can correspond with people through the mail, email, telephone, or face-to-face meetings.

NETWORKING FOR CAREER ADVICE

The first step in career networking is to clarify your career goals or focus on one obtainable goal of several (for example, finding a position in healthcare administration in Philadelphia). Be sure you understand what a particular career field or specific position entails.

Next, do plenty of research to identify the organizations that hire people for such positions. (Some of this research may result in finding actual job openings!) Don't forget to look beyond the obvious. There are not only opportunities in healthcare administration with in hospitals, but other related organizations may have opportunities as well. Remember to look in both the for-profit and not-for-profit sectors. As you prepare a list of organizations, try to identify specific people (including the spellings of their names and their job titles) who might be helpful to you. In addition to this research, ask everyone you know if they might know of someone who could provide advice. Sometimes the person most helpful to you is someone you see every day but didn't know had a perfect connection for you!

As you compile a list of people to contact, prepare questions to ask to solicit helpful advice. For an informational interview, keep the questions general to the career field and not specific to a job search. Include questions about the background and career path of the people you contact. (For example,

“How did you learn about the best hospitals in Philadelphia?” “What would you do differently if you could do it again?” “Are there professional associations that I might join in the area?”)

When you contact people to see if they might be able to offer some advice in person or in a telephone conversation, be gracious and diplomatic. Be flexible regarding time and location. Some people will not be interested and may even be annoyed. Others may say they are willing to meet but not have the time. Others will be glad to meet but may want you to further define the purpose of the meeting. If you have made it clear that you are seeking general advice about how to learn about a specific career field in a specific location, you may be able to avoid responses such as “We don’t have any openings right now so please don’t bother me.” **Alumni have too often been asked to provide job leads by demanding students or recent graduates who don’t appreciate the etiquette of networking. Many Yale alums are willing to assist as long as you make it clear that *advice* is what you’re seeking. It is inappropriate to expect them to do your work for you as you seek job openings.**

Why would anyone agree to an informational interview or offer advice to a stranger? Networking benefits employers as well. Posting and advertising job openings, recruiting, reviewing resumes, and interviewing requires a great deal of time, energy, and money from employers. Those who provide informational interviews and assist newcomers to their career fields will often have a pool of talent at their fingertips. When an employee leaves, employers who are able to turn to their files of people who have come in for informational interviews and/or sent letters of inquiry may be able to skip the time-consuming step of advertising the position and wading through large stacks of applications.

MAINTAINING YOUR PROFESSIONAL NETWORK

Some people in your network are or will become your friends and will continue to be in close contact with you. Others may talk with you only once. It is important that you express your appreciation through thank-you notes, that you respect the time someone made for you by not abusing it or sharing that person’s name inappropriately, and that you cultivate the relationship if you want it to continue. You may find a reason to ask for further advice as you continue your career, and you may find an opportunity to repay the favor. As a newly hired executive said in a *Newsweek* article, “You get jobs by keeping contact with absolutely everybody you’ve ever met” (*Newsweek*, 18 March, 2002, 38P).

**SAMPLE INTRODUCTION TO AN ALUMNUS
FOR AN INFORMATIONAL INTERVIEW/NETWORKING
REQUEST**

Dear Ms. Smith,

I've received your contact information from the Office of Career Services at the Yale School of Public Health.

I am a first year MPH Candidate with a focus on international health management. I have seen many of the works produced by John Snow, Incorporated and have become keenly interested in the firm's ability to couple management and public health while empowering communities.

I would appreciate the opportunity to arrange a short phone call or email to introduce myself further and perhaps inquire a bit more about your work and JSI. If you are willing, please let me know when you are available.

I look forward to hearing from you.

Sincerely,
Jane Miller

Dear Mr. Johnson,

I received your contact information from the Yale School of Public Health, Office of Career Services. I am currently a second year MPH student concentrating in Social and Behavioral Sciences, with a background in social advocacy.

I am familiar with the mission of the Urban Justice Center and its involvement in models for community outreach, an area in which I hope to become further involved. If possible, and at your convenience, I would truly appreciate the opportunity to introduce myself further and request a brief moment of your time to speak about your work in the industry.

I am able to communicate with you by phone or by email, whichever is more comfortable for you. If this is acceptable, please advise me of your availability. I can provide a copy of my resume if you would like to know more about my background and I look forward to your reply.

Sincerely,
Andrew Isaacson

SAMPLE INTRODUCTION TO A PRECEPTOR

Dear Dr. Madison,

My name is Doreen Stewart and I am a first year student at the Yale School of Public Health concentrating in Health Management. I received your contact information from the Office of Career Services here. I hope you don't mind my getting in touch with you directly. It is my understanding that you were the preceptor for Matthew Longley, a previous Public Health student in the summer of 2005. I am interested in strategy consulting with respect to healthcare and was wondering if there are any available summer internship opportunities this year where I may be able to contribute my skills.

I have taken core public health courses in addition to core MBA courses at the Yale School of Management. My previous work as a Healthcare Associate has provided me with the operational, marketing and management analysis skills that I feel would be well placed in your organization. In the event that there is an available summer opportunity, I hope my education and experiences can be a good fit. Thank you in advance for your time, and I look forward to your reply.

Sincerely,
Doreen Stewart

We advise that you wait until the preceptor is familiar with you before attaching your resume. Most people will not open an attachment from someone they do not know.

THANK YOU NOTES

More important than the method of communicating the thank you is the speed by which the person receives your thank you note. Do not wait more than two or three days to send out the note. A prompt positive response on your part shows that you are proactive, and take initiative in a timely manner. If you send a note via regular mail, we suggest you use plain resume paper (not a note card or letterhead) to maintain a professional look. Email is also acceptable.

SAMPLE THANK YOU NOTE INFORMATIONAL INTERVIEW OR NETWORKING OPPORTUNITY

Dear Mr. Jones,

Thank you for taking the time to speak with me. I was delighted to have the opportunity to discuss my career aspirations in the field of public health. The insight you shared, particularly regarding your experience with the local Community Health Project, was extremely helpful. I also appreciated your advice on broadening the scope of my career search and intend on conducting more research in the other areas per your recommendation. Thank you for the lead at the Department of Human Services. I intend to send my resume to Michael Fox to see if an informational interview is a viable option.

Thank you again for your time and insight and if you have any additional advice for me, please feel free to email me at michelle.smith@yale.edu.

Sincerely,
Michelle Smith

Dear Ms. Walden,

Thank you for taking the time to speak with me yesterday. I very much appreciated the advice and experiences you shared, especially in the realm of applying research-based knowledge to healthcare deliverables. The information you provided regarding the field of health research and policy was revealing and insightful. I intend to pursue investigating the resources that you suggested and will keep in touch with my progress.

Again, I am grateful for your time. It is an invaluable experience to be able to discuss my career goals in the field of public health with someone who has your degree of expertise and willingness to help. Should any additional advice or suggestions come to mind, please don't hesitate to contact me.

Sincerely,
William Gardner

**SAMPLE THANK YOU NOTE
PHONE INTERVIEW**

Dear Ms. Johnson,

I would like to thank you for taking the time to speak with me regarding the Research Analyst position at First Health Services Corporation. The details you provided have fueled my enthusiasm for the job and I would appreciate the opportunity to discuss the position further. I hope that I am selected to interview and I look forward to your next steps.

Sincerely,
Michael O'Neill

Dear Mr. Anderson,

Thank you for the time that you spent reviewing the Program Assistant position with me. I feel that the strong communication and organizational skills that you described are a good fit with my experience and I am excited by the possibility of meeting for a formal interview to discuss my qualifications in greater detail. I hope to hear from you soon.

Sincerely,
Jennifer Mason

**SAMPLE THANK YOU NOTE
IN PERSON INTERVIEW**

Note: If you interviewed with a team of people, it is not necessary to send a note to the entire interview team. Rather, a thank you to the department manager and the position's direct supervisor are appropriate. If there are additional interviewers that you would like to send notes to, by all means do so, however thank you letters to individuals in key managerial roles are imperative.

Dear Mr. Parker,

I would like to thank you for taking the time to meet with me regarding the Assistant Data Analyst position. I feel that the high degree of teamwork and attention to detail that you described would suit my interests and strengths. I am enthusiastic about the potential opportunity to work with Kaiser Permanente and look forward to hearing from you in the near future.

Sincerely,
Alex Matthews

Dear Ms. Demaio,

Thank you for taking the time to meet with me during my interview for the Epidemiology Researcher position on Friday, February 18th. I was inspired by the degree and complexity of the projects that the successful candidate would have responsibility for and feel that my skills and background would fit well with the position. I am excited by the potential opportunity to work for ABC Company, and with your team. Please do not hesitate to contact me in the event that you need any additional information.
I look forward to hearing from you.

Sincerely,
Sally-Anne Butler

TIMEFRAME GUIDELINES FOR YSPH STUDENTS

FIRST YEAR

Fall Semester

- ❑ Get into the habit of reading the YSPH E-News to stay updated on recently posted internships and relevant news for your class.
- ❑ Log into and become familiar with the Public Health eRecruiting web site at <http://YaleEPH.erecruiting.com>. Internships and internship funding opportunities will be posted on this site.
- ❑ Check the Calendar of Events to view upcoming events, employer presentations and information sessions.
- ❑ Update and review your resume. Use the YSPH Resume Format Guidelines found in this Handbook and make an appointment with Career Services for feedback.
- ❑ Upload your resume to the Public Health eRecruiting site. *Be sure to publish it to the appropriate resume book (sorted by concentration) so it can be viewed by employers.*
- ❑ Attend Internship presentations during the semester to begin brainstorming ideas.
- ❑ Begin preliminary networking with your advisor, alumni, faculty and second year students to narrow your internship areas of interest and begin your search. Meet with a Career Services staff member to obtain alumni networking contact information.

Spring Semester

- ❑ Visit the Public Health eRecruiting web site regularly to explore and apply to internship postings.
- ❑ Develop a system to manage your internship search and applications. Regularly review your progress and determine any necessary follow-up.
- ❑ Continue to network with your advisor, faculty, alumni and second year students to support your internship search.
- ❑ After securing your internship, complete the forms required for documentation. These forms are found on the Student Services Gateway site:
<http://info.med.yale.edu/eph/student/studentforms.html>

Common Funding Resources for YSPH Internships:

1. Coca-Cola World Fund
2. Downs Fellowship
3. Heaney Fellowship
4. Overlook Foundation Fellowship
5. Stolwijk Fellowship
6. Thompson Student Research Award
7. Weirnerman Fellowship

REMEMBER THAT YOU NEED TO HAVE AN ALREADY DEFINED INTERNSHIP PROJECT IN ORDER TO SUCCESSFULLY APPLY FOR FUNDING.

SECOND YEAR

Fall Semester

- ❑ Update your resume by adding your internship experience and upload this resume to the Public Health eRecruiting site. *Be sure to publish it to a resume book (sorted by concentration) so it can be viewed by employers.*
- ❑ Be aware that the majority of hospital administrative fellowship deadlines are in the early fall- check the Public Health eRecruiting site for a listing of fellowships and application deadlines.
- ❑ Read the YSPH E-News for the listings of newly posted jobs and fellowships.
- ❑ Attend Career Services information sessions and employer presentations.
- ❑ Improve your interviewing skills- meet with a Career Services staff member to perform a mock interview.
- ❑ Network with faculty and alumni to begin your job search- meet with a Career Services staff member to obtain alumni networking contact information.
- ❑ Go to the Career Services web site to find additional job posting sites with relevant employment opportunities: <http://publichealth.yale.edu/student/ocs.html>
- ❑ Keep an eye out for announcements of the Career Fairs sponsored by Yale's Professional Schools.

Spring Semester

- ❑ Develop a system to manage your job search and applications. Regularly review your progress and determine any necessary follow-up.
- ❑ Use the YSPH Cover Letter Format Guidelines found in this Handbook to create a targeted cover letter for each employer.
- ❑ Meet with a Career Services staff member to perform a mock in-person interview.
- ❑ Mail or email thank you notes within three days of your job interview.
- ❑ Follow-up two weeks after applying for a position if you have not yet heard from the employer.

Public Health eRecruiting Student Quick Start Guide



PUBLIC HEALTH ERECRUITING WEB SITE: <http://yaleeph.experience.com>

Update Your Profile

- Log into your eRecruiting account per the instructions on the welcome page and the password: careers
- Complete your Profile and accept the Terms of Service
- Update any additional information in the following sections: **Personal Info, Academic Info, Career Preferences, Continued Academics or Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Click **Save**

Upload Your Documents

- Log into your eRecruiting account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type (Resumes, Cover letters, Writing samples, etc.) on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**

Note: Every student must have one resume designated as his or her **Primary Resume**. This resume will be used on the occasion that your career center needs to refer your resume to an employer. The original resume uploaded into the system will default to be the **Primary Resume**. If you have multiple resumes uploaded, make sure your **Primary Resume** is updated and appropriate for most of your job search needs

Publishing a Resume to a Resume Book

In order for employers to proactively review your resume for open positions, it must be published to at least one resume book.

- Log into your eRecruiting account
- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- View the Resume Books in the **Additional Resume Books** section (i.e. Class of 2008 resume book, Global Health resume book, etc.)
- Choose your Resume from the **Publish Resume** dropdown on the coordinating Resume Book entry
- Click **Save**

Note: Certain resume books are restricted to students who meet criteria defined by the career center. You may view the restrictions by clicking on the **See Qualifiers** link

FREQUENTLY ASKED QUESTIONS

HOW DO I FIND OUT ABOUT EVENTS THAT CAREER SERVICES OFFERS?

Important information for students is found in the following places:

- The **YSPH E-News**.
- The **events calendar** on the School of Public Health website.
- Postings on the bulletin board at the **entrance to the Career Services Conference Room**.
- Postings on the **Career Services Announcements board** in the student lounge at 47 College Street.

For special events there will be additional posters around the student areas at both 47 and 60 College Street, but students are strongly encouraged to read the weekly email regularly.

HOW DO I MAKE AN APPOINTMENT WITH CAREER SERVICES?

Students are encouraged to meet with a Career Services staff member to **review their resume**, receive **feedback on correspondence** including cover letters and outreach to alumni and preceptors, as well to **answer any career or internship related questions**. Appointments are made by **emailing Career Services at ysph.career@yale.edu** or stopping by our office at 47 College Street.

HOW DO I FIND AN INTERNSHIP?

- Read the internship listings in the **YSPH E-News**.
- Postings on the **Public Health eRecruiting** web site.
- By speaking to your **faculty Advisor** about your career interests.
- By looking through the Career Services **database of past internships**.
- By networking with **YSPH alumni**.
- By networking with **other students**.
- By **cold calling/cold emailing** organizations of interest to you.
- By doing **internet research**.

HOW DO I FIND INTERNSHIP FUNDING?

- Funding opportunities are listed in the **YSPH E-News**.
- Funding opportunities are listed on the **Public Health eRecruiting** website.
- Explore the **Student Grants and Fellowships Database at Yale University at <http://studentgrants.yale.edu/>**
- Explore the MacMillan Center for International and Area Studies at **Yale Grants and Fellowship Database at <http://www.yale.edu/macmillan>**

WHAT INTERNSHIP FUNDING IS USUALLY GIVEN TO PUBLIC HEALTH STUDENTS?

Below are the most common internship funding sources:

Coca-Cola World Fund at Yale University

Supports projects dealing with international, professional or policy problems in the immediate cultural and organizational context overseas.

Downs Fellowship

Focused on supporting Yale students who undertake biomedical, medical, nursing and/or public health research in developing countries.

Heaney Fellowship

Supports internships involved in the area of HIV/AIDS policy and research.

Overlook Foundation Fellowship

Supports internships performed in Latin America.

Stolwijk Fellowship

Supports internships involved in the area of environmental impact on human health.

Thompson Student Research Award

Supports projects in health policy or health management.

Weinerman Fellowship

Supports internships involved with social justice, community needs and health services.

IS THERE A FAX MACHINE AVAILABLE FOR STUDENT USE?

There is a fax machine for students in the **Career Services conference room**. You will need a “TAN” number to charge long distance faxes to your burser account.

WHAT IS A “TAN” NUMBER AND HOW DO I GET ONE?

A “TAN” number is a Toll Authorization Number and it allows you to make long distance calls from Yale phones and faxes and have them charged to your Bursar account.

You can order a TAN number from Marie Kessler in the University Telecommunications department via email or calling. She can be reached at 436-4055 or Marie.Kessler@yale.edu. Please include your full name and social security number with your request. Marie will check to make sure your Bursar account is in good standing and if it is, will issue you a TAN immediately.

IS THERE A PHONE AVAILABLE IN CAREER SERVICES FOR PHONE INTERVIEWS?

There is not a specific phone available for student use in Career Services. If students need a quiet place to talk, they can contact Mary Keefe in Student Services to reserve one of the study rooms at 47 College Street to use their cell phone, as there is adequate reception in these rooms.

WHERE CAN I FIND A COURSE TO HELP ME WITH MY TECHNICAL SKILLS (e.g. EXCEL, POWER POINT PRESENTATIONS)?

Students can take courses and use the online resources for computer programs (tutorials, tips) at the Learning Center: www.yale.edu/learningcenter