



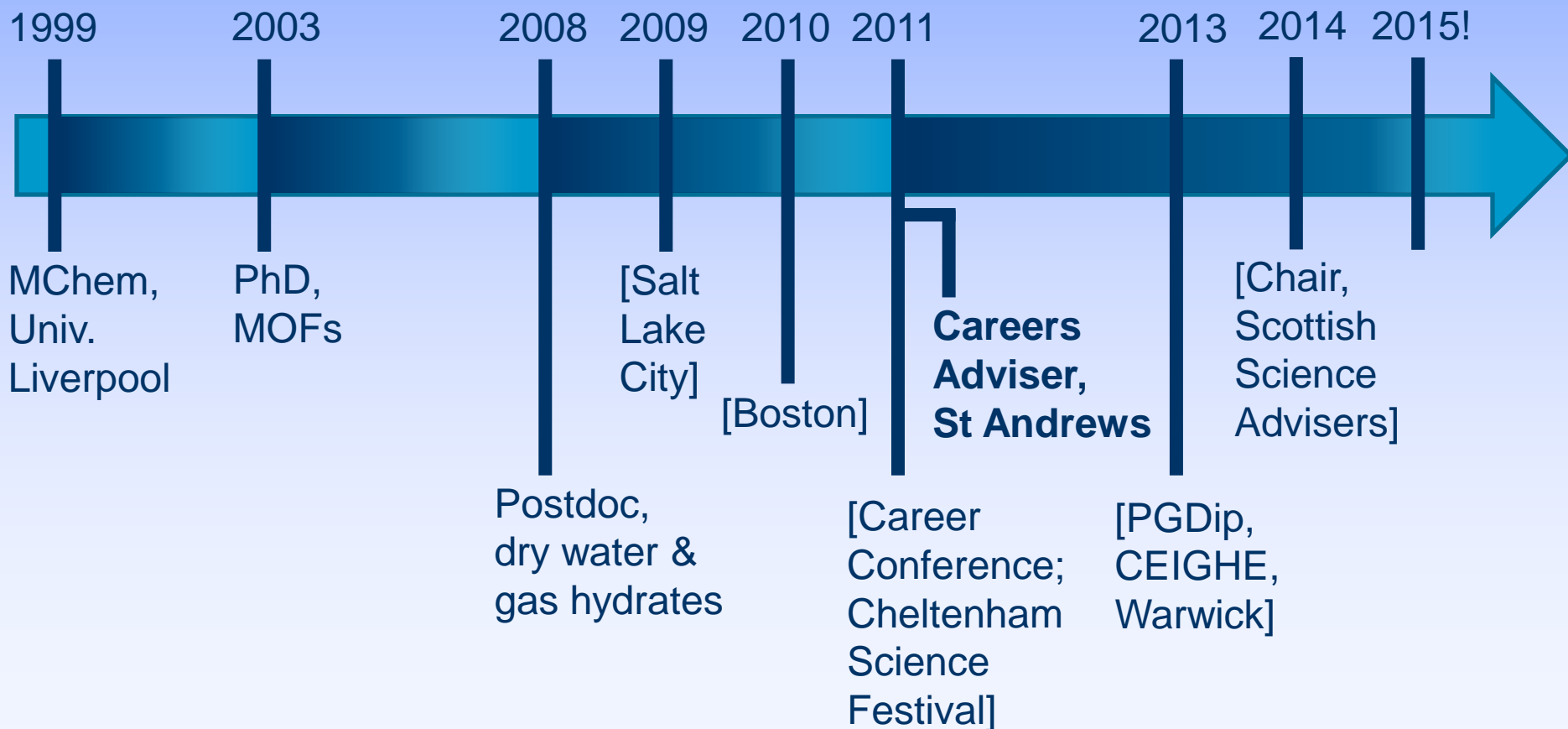
JOB APPLICATIONS: INDUSTRIAL, ACADEMIC & META-ACADEMIC

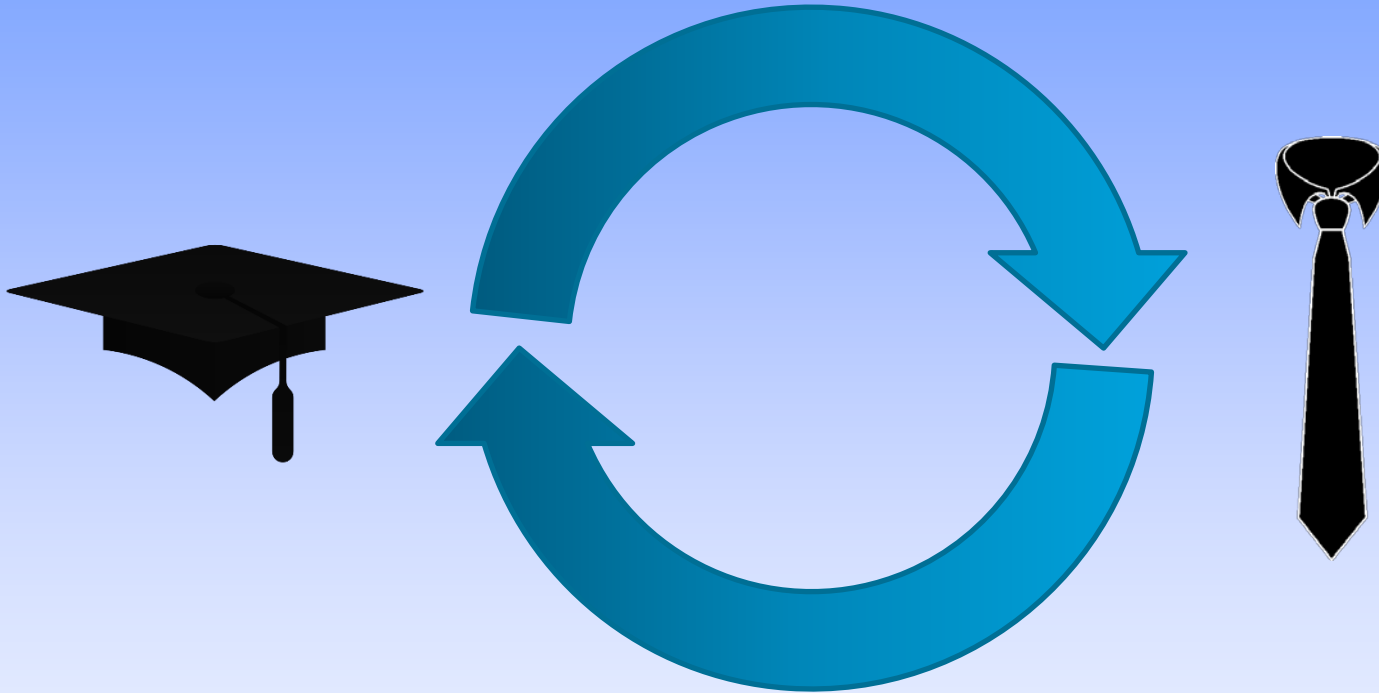
SCI Scotland Day of Science & Careers



University
of
St Andrews

***Dr Ben Carter
Careers Adviser,
Physical Sciences & Research***



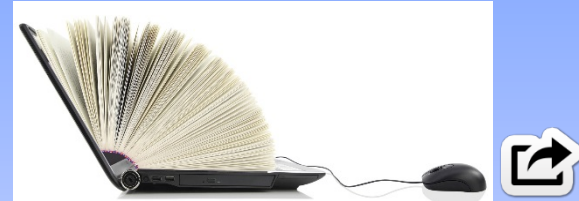




Meta-Academic Careers

“Academic-related” career options:

- Academic publishing



- Funding bodies

 - [www.topcareer.jobs]



- Learned Societies



IOP
Institute of Physics

SCI
where science meets business

Meta-Academic Careers

“Academic-related” career options:

Academic support

- [jobs.ac.uk,
Professional/Managerial/Support]

Knowledge Exchange

- [AURIL]
- [ktp.innovateuk.org]

Intellectual Property



Meta-Academic Careers

“Academic-related” career options:

Consultancy

[consultancyregister.com]

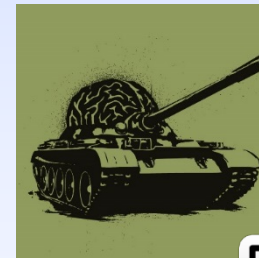


Teaching

[researchersinschools.org]



Think Tanks



What makes
a good
application?



**KEEP
CALM
AND
PREPARE
YOURSELF**



University
of
St Andrews



PREPARATION

It can only lead to success



BE PREPARED

A good application

Is...

- Well-researched
- Tailored to the role
- Accessible



Is not...

- Generic
- Over-long
- Mispelled



Where should
I look for
jobs?

Network

60 % of jobs are
unadvertised. Let
people know you
are looking





About us

Membership & professional community

Home > Membership & professional community > Co

Geographically

Get involved in your local area.

Membership & professional community

Connect with others

Our ge
outsid
Each l
scienti
Find o



SCI

where science meets business

Join SCI / Register

Search:

Home About Us News **Membership** Events C&I Magazine Publications Awards Forums Meeting

Home > Membership > Regional Groups

Membership

Member Benefits

Membership Options

Membership Fees

Renew your Membership

Agri-Food Hub

Regional Interest Groups

SCI has a range of Regional Interest Groups, offering social fellowship with other Members living close by, and the opportunity to get involved in worthwhile community-based activity, including projects in local schools and colleges, public debates and popular science lectures.

- ▶ America International
- ▶ Australia International
- ▶ Bristol and South West
- ▶ Cambridge and Great Eastern
- ▶ Canada International
- ▶ Chinese UK
- ▶ East Midlands
- ▶ All Ireland
- ▶ Liverpool and North West
- ▶ London
- ▶ Scotland
- ▶ Thames and Kennet
- ▶ Yorkshire and the Humber

Local groups;
Company directories
Speculative
applications can
require more effort,
but will still be worth it



Chemicals

northwest

Scotland's chemical sciences supply chain

DIRECTORY

Map

Table

Network graph

Download

Published:

UKSPA

BUILDING • TECHNOLOGY • BUSINESS

Proudly representing **innovative**
knowledge based environments



Careers

Bringing medicines to *life*

Home Industry information Working in

You are here: Home / Getting into the industry / Pharmace

Pharmaceutical recruiters

To find out more about careers opportunities you will n
South. To help you make a decision in this section

▶ Which subject or degree?

▶ Pharmaceutical Recruiters

▶ Virgo Health



Recruitment websites

chemistryworldjobs



jobs.ac.uk

Great jobs for bright people

GRADCRACKER

NewScientist Jobs


naturejobs


► **Science Careers** From the journal *Science*

Science

THE
Times Higher Education

guardianjobs

 **科学网**
ScienceNet.cn

 **Academic Jobs EU**
.com

 **academics.com**

How else
should I
prepare?

Preparing for applications

- ⦿ There is usually a contact – speak to them
- ⦿ If there is no contact, make one
 - ⦿ “Follow” company on LinkedIn
 - ⦿ LinkedIn Alumni tool
 - ⦿ LinkedIn Field of Study explorer
- ⦿ Use their knowledge to inform your application



Application style

Cover letters

Contact details (as for CV)

Date

Dear Dr. XXX [Madam or Sir],

Subject line, including job reference

← Single page only

Why this? Why are you interested? Whom have you spoken to? What work are you doing at the moment?

Why them? What have you seen that makes you want to work for this firm? Prove that you've done your research.

← Avoid gushing!



Why you? How do you meet the job description? Reference what is required, and explain *why* you have the skills. What *don't* you have to offer?

Thank you for considering my application...

Yours sincerely [faithfully]...

What about the CV?

Tom Henderson

Home Address: 14 St Mary's Road, Jesmond, Newcastle-upon-Tyne, NE2 2AJ; [m] 07947 285621; [\[LinkedIn profile\]](#)

Term Address: 6 Murray Place, St Andrews, Fife, KY16 9AT; [t] 01334 123456; [e] th0@st-andrews.ac.uk

EDUCATION

2009-2013

University of St Andrews

MA Hons Medieval History (expected 2:1)

- Modules have included: The Crusades, The Middle Ages & the Movies, End of the Middle Ages Scotland & England in the 15th Century

- Regular presentations, discussion groups and seminars fostered a critical approach to academic work, and an ability to communicate well both on paper and in person

Honours Dissertation: "Belief in the supernatural in medieval St Andrews"

- Conducted extensive literature research using online and library archives
- Presented findings to an audience of peers and academics, requiring effective communication skills to connect with a varied audience

2003-2009

The King's School, Newcastle-upon-Tyne

2009

A Levels: History (A), Geography (A), Economics (B)

2008

AS Levels: French (B), Italian (B), Maths (A)

2007

GCSEs: 3 x A* (Maths, English, French), 4 x A (incl. IT & History), 3 x B

WORK EXPERIENCE

Summer 2012

Tyne IT Solutions Ltd, STEP Summer Intern

- Undertook successful marketing project for small Newcastle-based IT retailer
- Collected and analysed customer footfall data for the last two years
- Worked with owner to establish business offering, goals and target audiences
- Created a twelve month marketing strategy and new customer database
- Finalist in north-east regional heat of the 'UK's most enterprising student' competition

Summer &
Dec 2011

Da Vinci's Delicatessen, Edinburgh Sales Assistant

- Responsible for providing a quality service to customers in this famous Edinburgh store
- Developed an excellent understanding of high end food retailing
- Trained in customer service skills and employed these daily, liaising with both in-store and mail order customers
- Invited to return for the Christmas period

Summer 2010

Costa Coffee, Newcastle Barrista

Worked in this busy city-centre coffee shop carrying out a range of tasks including:

- General customer service and care within a small and ever-changing team
- Managed stock and cashing-up; organised staff rotas and training
- Promoted to supervisor after two months

POSITIONS OF RESPONSIBILITY

2011-Present

University of St Andrews Gastronomic Society President

- Set up this society from scratch in my second year to promote appreciation of quality food among the student body
- Used a successful marketing strategy to grow membership from 5 in the first year to 63 currently
- Responsible for sourcing speakers and publicising events, particularly through Twitter and Facebook

ADDITIONAL SKILLS

Languages:

Intermediate spoken and written French and Italian

IT Skills:

Proficient at MS Office applications; able to create databases and spreadsheets using Access and Excel, and use Power Point for presentations. Proficient with social media applications including LinkedIn, Twitter and Facebook

INTERESTS & ACTIVITIES

Travel:

I have been fortunate to travel extensively in Europe and particularly enjoy visiting Italy where I can indulge my passion for history and gastronomy.

Cooking:

I enjoy cooking and have taken a short evening course recently: 'Cooking for special occasions'. I have been keen to share my new skills with friends by hosting dinner parties which have been well-received.

REFEREES

Dr John Smith, Lecturer, School of History, University of St Andrews, St Katherine's Lodge, The Scores, St Andrews, KY16 9AR [e] js@st-andrews.ac.uk; [t] 01334 111222

Mr Clive Barrett Director, Tyne IT Solutions Ltd, South Tyne Road, Newcastle-upon-Tyne, NE1 3PB [e] cbarrett@itsolutions.net; [t] 0191 222333

Title – name, not “CV”. Contacts, LinkedIn
Dates – consistently placed and formatted
Paragraphs – neat and tidy; use a table
Bullet points – break up large blocks of text
Sections – clearly delineated
Font – contemporary, suitably large
Space – white space: text not too cramped

Make it your own!

What about the CV?

Tom Henderson

Home Address: 14 St Mary's Road, Jesmond, Newcastle-upon-Tyne, NE2 2AJ; [m] 07947 285621; [LinkedIn profile]
Term Address: 6 Murray Place, St Andrews, Fife, KY16 9AT; [t] 01334 123456; [e] th0@st-andrews.ac.uk

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2007	GCSEs: 3 x A* (Maths, English, French), 4 x A (incl. IT & History), 3 x B

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Mr Clive Barrett, Director, Tyne IT Solutions Ltd, South Tyne Road, Newcastle-upon-Tyne, NE1 3PB [e] cbarrett@itsolutions.net; [t] 0191 222333

Title
Dates
Paragraphs
Bullet
points
Sections
Font
Space

Make it
your own!

Flat 1, 25 Charlwood Street London SW12DX. nobody@gmail.com . Mob: 0750 100 1000

MOLLY BLOOM

EDUCATION

2009 – 2011	Stanford University, M.A. Philosophy □ G.P.A: 3.95	USA
Summer 2010	Stanford University, Graduate School of Business □ Summer Institute for General Management, coursework incl. Finance, Statistics, Accounting, Marketing, Operational Strategy	USA
2004 – 2008	University of St. Andrews, M.A. Philosophy □ 1st Class Honours, Top of class	UK
Summer 2006	University of California, Berkeley □ Summer semester: Cognitive Science (A+) and Photography (A)	USA

AWARDS

Stanford Institute for General Management Dean's Award (2010) □ Sir Henry Jones Memorial Prize for top student in Philosophy (2008) □ Class Medal for top student in Moral Philosophy (2006) □ O.E. Saunders Prize for top first year student in Art History (2005) □ Copenhagen International School Scholarship (2001-3) □ Award for Outstanding Academic Achievement (2002) □ Britta Kjer Pierce Award for camaraderie and goodwill (2003)

WORK EXPERIENCE

Winter 2008	Boston Consulting Group, Visiting Associate Worked on post merger integration team for two large German banks, analysed client operational data for retail business unit, streamlined implementation of project roll-out, participated in client-facing presentations and workshops, received commendation on strong teamwork skills	Frankfurt, Germany
Summer 2008	Capital Group, TAP Internship Rotational leadership programme, devised strategy within marketing department to improve efficiency of prospecting across several internal and client-facing teams, presented recommendations to senior management with project approved for implementation, received in-house financial training	London, UK
Summer 2007	World Wildlife Fund Sustainable Markets Unit, Internship Engaged with leading Asian banks on palm oil sector investment screening, managed peer-review of major bank-supported WWF publication, conducted sustainability case studies, assisted development of paper industry benchmarking tool, prepared press-releases and conference materials	Denpasar, Indonesia

Further internships: CIFOR Centre for International Forestry Research, Indonesia (2004), English First, Indonesia (2004), Rainforest conservation, Honduras (2003)

ACTIVITIES

2010–2011	Lead Ambassador/Founder of ShakePoverty Stanford □ Established Stanford branch of start-up non-profit, set up team and streamlined general campus implementation strategy □ Involved heavily in strategic direction of organisation □ Appointed as board member following graduation from Stanford
2004–2008	President of the St. Andrews Philosophy Society □ Expanded society from 20 to 250 members establishing it as one of largest on campus □ Consolidated strong departmental support and invited internationally renowned speakers □ Managed and restructured committee to accommodate increased events and society growth □ Launched successful bi-annual journal
2003–2011	Sport □ Graduate equestrian polo team at Stanford (2010-2011) □ 1 st Basketball Team of St. Andrews (2004-2006) □ 2 nd Inline-Hockey team of St Andrews in Scottish League (2007) □ Austrian ski teacher qualification, Tirol, Austria (07/2003)
2001–2005	Model United Nations □ Attended Harvard World MUN Conference, Edinburgh, representing the United Kingdom (2005) □ Selected twice for youth delegation to THIMUN representing Venezuela and FYR Macedonia (2002, 2003), both times had resolutions passed

LANGUAGES

English: Fluent
French: Advanced

German: Fluent
Italian: Basic

Danish: Advanced
Indonesian: Basic

Agatha Heterodyne

BSc, MSc (Oxon)

Example Address, UNITED KINGDOM

0191 111 1111

noreply@replymail.com



Education

- Oct 2010 – Oct 2011 **Oxford University** *Oriel College*
MSc Mathematics and the Foundations of Computer Science
- Achieved a distinction for my thesis titled *Probabilistic Combinatorics: Connectivity of Bridge Addable Graph Classes*
 - Examined through mini-projects; given three weeks to solve an unfamiliar research-like problem that was related to but beyond the course syllabus
- 2006 – 2010 **University of St. Andrews**
BSc Mathematics (1st Class)
- Awarded 1st class for my thesis on *Topological Semi-groups*
 - Achieved 1st class for all mathematics courses taken
 - Placed on Deans' List for academic excellence
- 2008 – 2009 **University of Toronto** *Canada*
- Interviewed and selected for an exchange year abroad
 - Took a range of specialist level courses including an intensive year-long course entitled 'Groups, Rings and Fields'
- 2004 – 2006 **Durham High School for Girls**
Examined for and awarded an academic scholarship for both years of attendance
- A Levels: Mathematics (A), Chemistry (A), Biology (A)
AS Levels: Further Mathematics (A), Geography (A)
- 1999 – 2004 **Framwellgate Moor Comprehensive School**
11 GCSEs: 7 at grade A* and 4 at grade A

Research and Academic Experience

- Summer 2010 **Research Mathematician** *Secure Business Austria (IAESTE) Internship*
- Selected for a prestigious internship in Vienna by the International Association for the Exchange of Students for Technical Experience (IAESTE) run by the British Council - only two positions available for all of Scotland
 - Contributed as part of a research group in Secure Business Austria GmbH by generating error-correcting codes using rings of polynomials for computer and internet security research. The results were published in *Trustworthy Ubiquitous Computing 2012*, and were presented at the *Fourth International Workshop on Trustworthy Ubiquitous Computing*, 2010
 - "Malicious Pixels Using QR Codes as Attack Vector", *Trustworthy Ubiquitous Computing*, 2012, pp. 21-38. Kieseberg, Schrittwieser, Leithner, Mulazzani, Weippl, Munroe and Sinha

- 6th Feb 2010 **Speaker** *Tomorrow's Mathematicians Today Conference, Greenwich*
- Inaugural national conference with Professor Iain Stewart as Keynote speaker
 - Presented a 20 minute talk to a large audience on *An Introductory Problem in Combinatorial Game Theory: The Game of Nim*
 - Awarded a travel grant of £100 for this conference from St Andrews University

Graduate Level Courses

- Oxford University** Representation Theory, Elliptic Curves, Graph Theory, Probabilistic Combinatorics
Theoretical Computer Science
- St. Andrews University** Attended talks in: Random Walks, Extremal Combinatorics
Topics in Groups, Semigroup Theory, Finite Fields

Administration Experience

- Jan 2012 – April 2012 **Academic Secretary** *International PhD Programme, Newcastle University*
I was employed with the School of ECLS at Newcastle University and responsible for the administration of four PhD programmes, which totalled 250 PhD students
- 2011 **Marker** *Oxford University*
Paid employment to mark admissions tests for the Mathematics department

Technical Skills

Programming experience in Java, Matlab and Fortran 90

Forthcoming Academic Experiences

- April 2013 **Internship** *Kings College London, Number Theory Research Group*
Unpaid internship with Professor Diamond in representation theory using MAGMA
- 16th Feb 2013 **Volunteer** *Tomorrow's Mathematicians Today Conference, Greenwich*

Interests

Rowing Oxford Oriel women's 2nd VIII rowing crew, Durham amateur rowing club
Horse Riding St. Andrews University equestrian team, University of Toronto equestrian team

Referees

- Prof. Colin McDiarmid** **Professor of Combinatorics**
Mathematical Institute, 24-29 St Giles', Oxford, OX1 3LB
Colin.mcdiarmid@maths.ox.ac.uk
- Dr. Martyn Quick** **Senior Lecturer**
Mathematical Institute, St Andrews, KY16 9SS
Mq3@st-andrews.ac.uk
- Dr. James Mitchell** **Senior Lecturer**
Mathematical Institute, St Andrews, KY16 9SS
Jdm3@st-andrews.ac.uk

Theo C. Cupier

Contact

Digital/Mobile:

tel
tel
(m)

Snail Mail:

David Russel Aartments,
Buchanan Gardens,
St Andrews,
Fife
KY16 9UE
Scotland, United Kingdom



Skills

Online Marketing, *Writing*,
SALES, Customer Feedback,
Website Testing & Design,
market research
INTERNATIONAL BUSINESS,
Business Strategy,
Team Leadership, CAPPUCCINO
TRAINING, Learning

Education



University of St Andrews MLitt International Business {2012-2013}

- Modules include: *International Marketing, Global Business Strategy, Contemporary Global Issues in Management, Entrepreneurship and Creativity*

High Point University B.S., Business Administration {Graduated Early - cum laude} {2008-2011}

- Classes include: *International Marketing, Global Political Economy, Marketing Management, Marketing Research, Financial Management, Financial Accounting, Legal Environment Business*
- Scholarships & Awards: *The Warren and Mary Norman Scholarship, Academic Achievement Scholarship, Dean's List, 2011 High Point Quiz Bowl - Captain*
- Directed study research topic: *Determinants of Organizations' Sustainability Practices - Case Study on Sustainability in the Furniture Industry*

University of St Andrews Junior Study Abroad Student {2011}

- Modules include: *Sustainable Development and Management, Business Research Methods II, Foreign Policy and International Security*

John Stark Regional High School {Graduated 2008}

- Advanced Placement Course: *United States History, English Literature, English Language and Composition, Biology*
- Awards: *Holy Cross College Book Award, NHADA/NHIAA High School Male Athletic/Academic Award, All-Scholastic Soccer Team, Four-Time Varsity Captain*

Experience

2012 Meltwater News - Direct-Sales Consultant

- Responsibilities involved inbound sales and customer consulting
- Consistently hit sales quotas with first quarter sales figure of \$55,000
- Identified, met with, and successfully negotiated contracts with C-Level executives across the Fortune 500, private-for-profit & non-profit markets
- Worked as part of a team, with the responsibility of a personal quota



2011 Dassault Systèmes SolidWorks Corporation - Marketing and Web Development Intern

- Assisted Web Marketing team on content audits, traffic reporting, and link integrity
- Helped debug launch page for SolidWorks 2012 before it went live
- Created and presented a report assessing the functionality of the SolidWorks Education webpage
- Wrote and filmed a promotion video for a contest at a sales conference



2010 Scribe Software - Marketing and Business Development Intern

- Created and managed a market research campaign to explore possible opportunities in the SAAS CRM market
- Created and presented a final report on the survey to the VP Marketing and Head of Business Development



Experience {Cont.}

2009 CustomScoop - Marketing Intern

- Assisted with the launching of new marketing campaigns which helped developed an understanding of administrative office procedures
- Created original content for new company website and assisted with the launch of the new site
- Worked with online surveying tools to create and run customer service surveys
- Migrated large amounts of company information to a new database
- Led customer research/satisfaction surveying campaigns



2008 Obama for America - Intern

- Helped run a national presidential campaign at the local level
- Enhanced leadership skills coordinating college volunteers for campaign events
- Arranged and led several canvassing expeditions each week
- Brought guest speakers Hill Harper and Jurnee Smollett to High Point University on behalf of campaign



Leadership

College Democrats, President {2009-2011}

- Organized and gained funding for a trip to Washington DC for the members
- Brought group to the National Democratic Convention Kick-Off event to meet with Chairwoman and Congresswoman Debbie Wasserman Schultz
- Ran several successful voter registration drives

American Legion New Hampshire Boys State, Senior Counselor {2008-2011}

- Devoted a week during the summer to teaching high school students about government where I am directly responsible for 20+ citizens of Boys State
- Taught lessons on government and interacted with the citizens in an informative and professional manner

Alpha Phi Omega (Co-ed National Service Fraternity), Brother/Member {2009-2011}

- Served as Parliamentarian during the fall semester of 2011
- Volunteered with Habitat for Humanity and the YMCA

Student Government Association, Executive Council Member {2009-2010}

- Shared responsibility for allocating university money to organizations
- Responsible for liaison between the student body and the food staff

Technical Skills

Although I have gone to university to study business and international business, all of my work experience has been at software companies. These opportunities came with the expectation that I quickly learn how to use software specific to my job. Through my experiences I have learned how to quickly master new technical tools. I find that this is one of the best perks of working in technology.

Some of the tools I have used in the past:

- Microsoft Office Suite**
- CRM Software**
 - SalesForce.com
 - Several Companies Custom Solutions
- Web Development**
 - OpenText
 - WordPress
 - FourSquare
- Customer Surveying**
 - Qualtrics
 - Survey Monkey
- Social Media**
 - Facebook
 - Twitter
 - Youtube
 - Tumblr
 - LinkedIn
 - Google+
- Social Media Monitoring**
 - Meltwater Buzz
 - HootSuite
- News Clipping**
 - Meltwater News
 - CustomScoop

To Whom It May Concern:

Please feel free to contact me directly if you have any questions pertaining to my Resume or Cover Letter. The best way to get in contact with me is through my address, but any method listed in the 'Contact' section is acceptable.

I look forward to hearing from you,

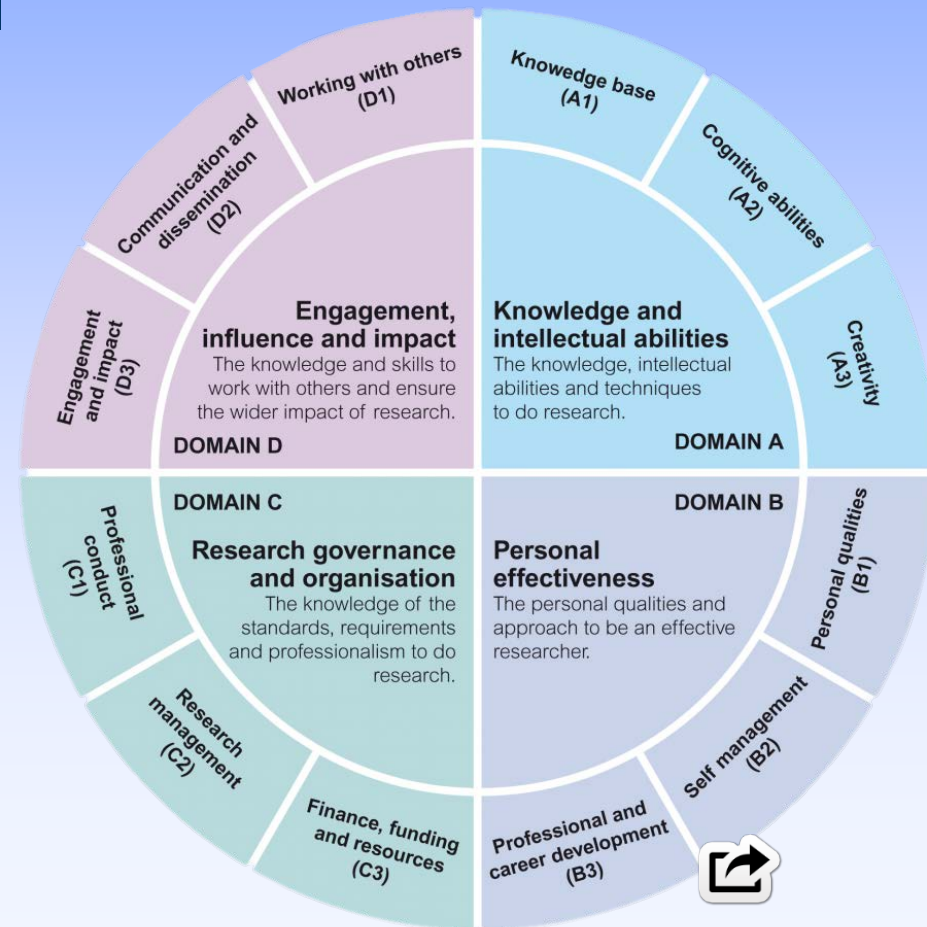
Font: Plantin from fontyukle.net/

What should I include?

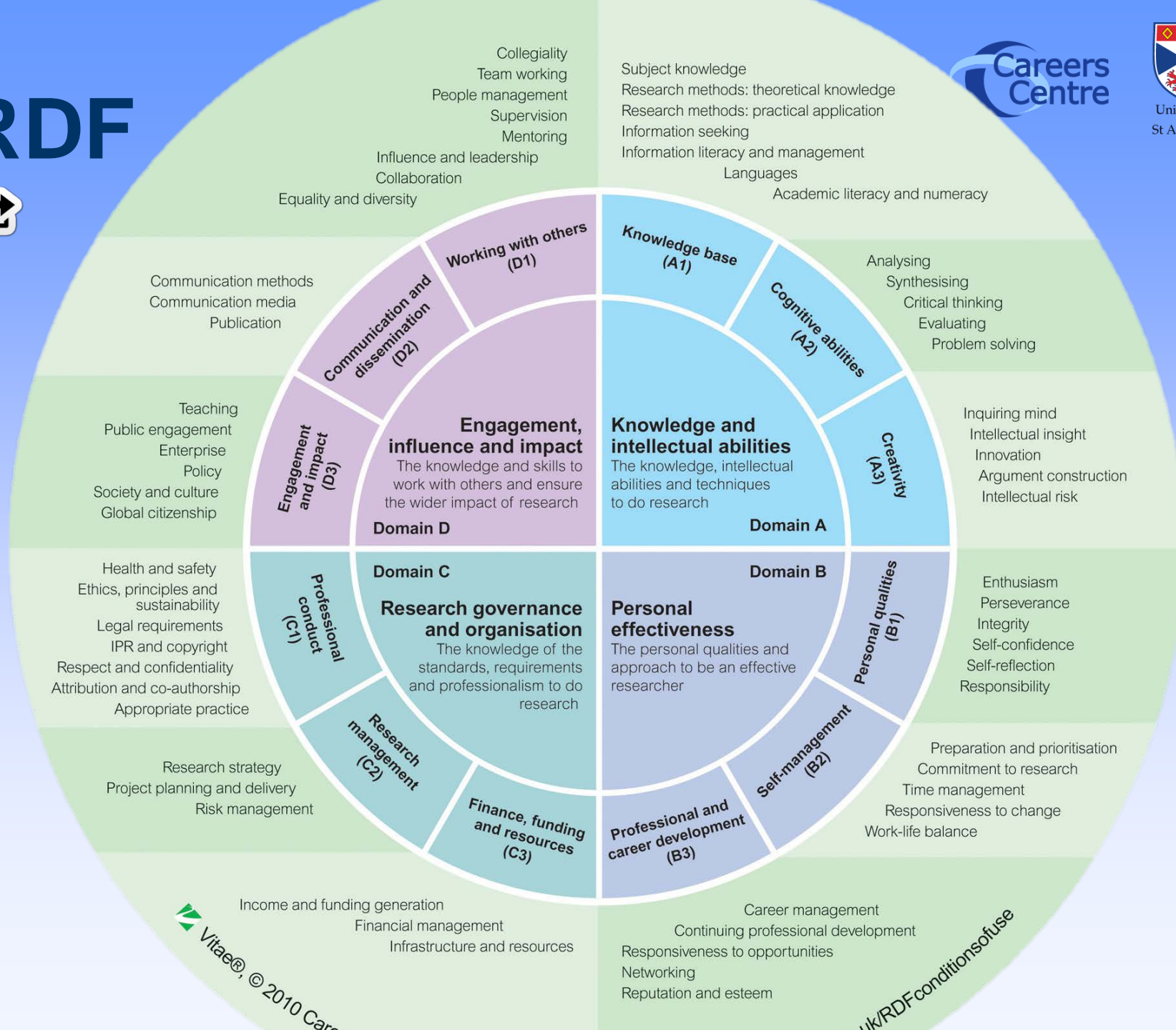
Researcher Development Framework

Marketing your research

- Vitae resource outlining the skills base of researchers
- Invaluable skills auditing tool



RDF



In summary...



A good application

Is...

- Well-researched
- Tailored to the role
- Accessible



Is not...

- Generic
- Over-long
- Misspelled





Thank you

Dr Ben Carter
boc@st-andrews.ac.uk