



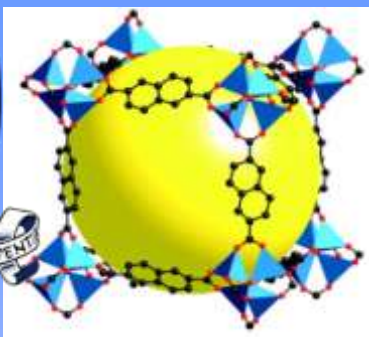
JOB APPLICATIONS: INDUSTRIAL, ACADEMIC & META-ACADEMIC



University
of
St Andrews

Dr Ben Carter

*Careers Adviser,
Physical Sciences & Research*



The Telegraph

Home Video **News** World Sport Finance

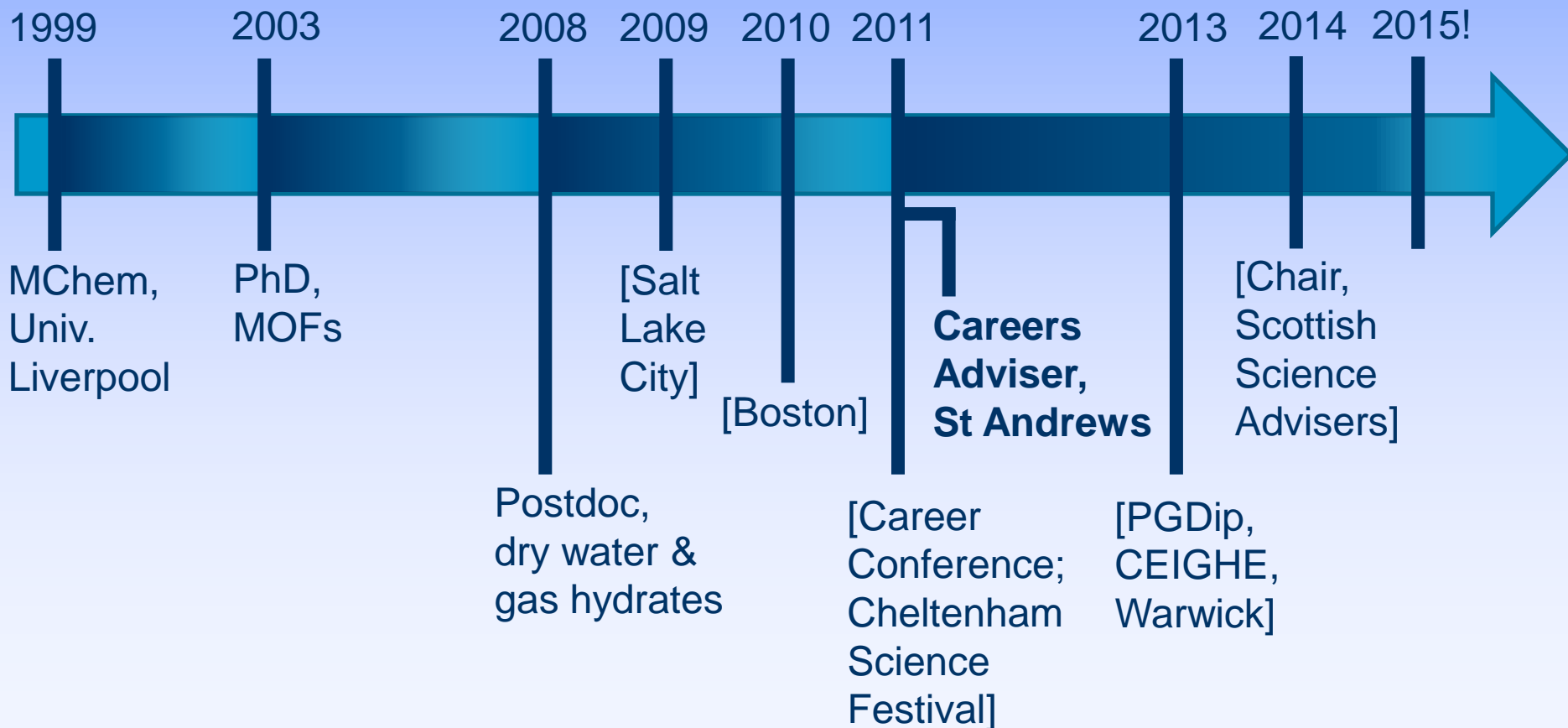
Politics Election 2015 Investigations Obits

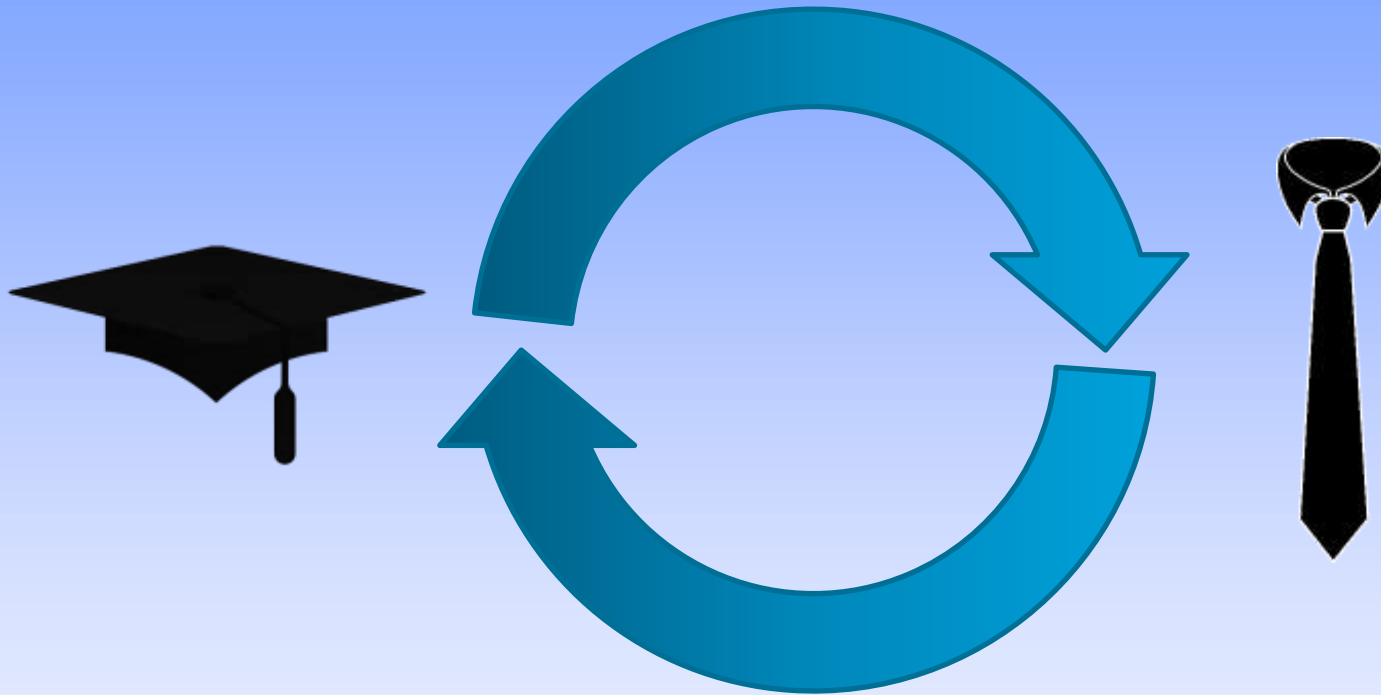
Science News Dinosaurs Space Night Sky

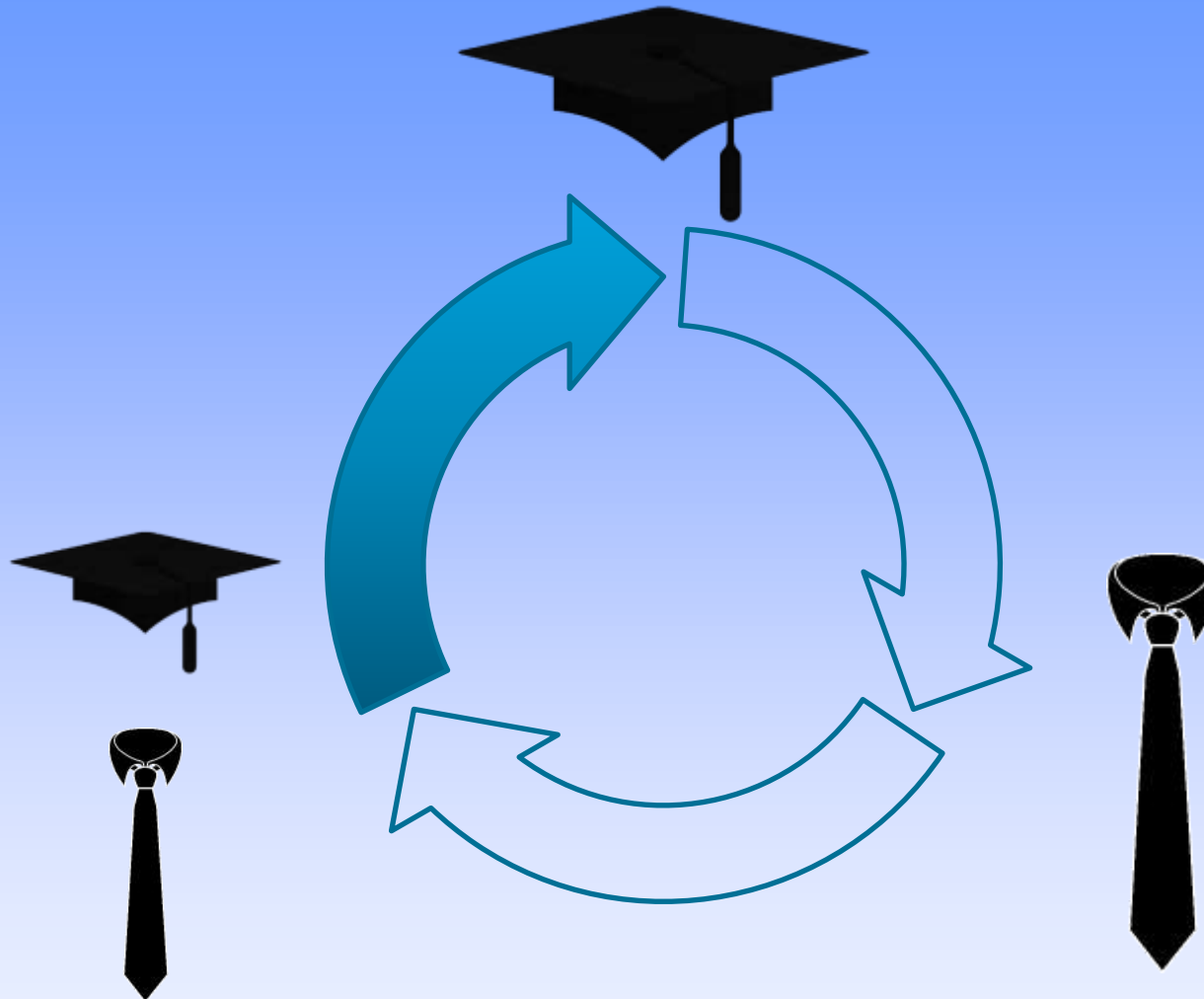
HOME » NEWS » SCIENCE » SCIENCE NEWS

Scientists create 'dry water'

It may sound like a contradiction in terms, but







Meta-Academic Careers

“Academic-related” career options:

- Academic publishing



- Funding bodies

- [\[www.topcareer.jobs\]](http://www.topcareer.jobs)



- Learned Societies



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**



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



Our ge
outsid
Each le
scienti
Find o



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

- ▶ 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

Chemicals
northwest

Scotland's chemical sciences supply chain

DIRECTORY

doi:10.1093/bioinformatics/btt078

Twitter

network graph

Discussion

— 尹弘治先生撰

abpi | Careers
Bringing medicines to life

[Home](#) [Industry information](#) [Working in](#)

You are here: [Home](#) / [Gather up the shovels](#) / [Pharmaceutical](#)

Pharmaceutical recruiters

To find out more about career opportunities you will



NEPIC
NorthEastProcess
IndustryCluster

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

EDUCATION

2009-2013	University of St Andrews <i>MA Hons Medieval History (expected 2:1)</i> <ul style="list-style-type: none"> 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" <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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
Dates
Paragraphs
Bullet
points
Sections
Font
Space

Make it
your own!

Flat 1, 25 Charlwood Street London SW1 2DX. nobody@gmail.com Mob: 0750 100 1000

MOLLY BLOOM

EDUCATION

2009 – 2011	Stanford University, M.A. Philosophy □ GPA: 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) □ Brits Kjeri Prize 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 animal 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	Drepanar, Indonesia

Further internships: CIFOR Centre for International Forestry Research, Indonesia (2006), English First, Indonesia (2004), Rainforest conservation, Honduras (2003)

ACTIVITIES

2010-2011	Lead Ambassador/Founder of ShakePoverty Stanford <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Graduate equestrian polo team at Stanford (2010-2011) 1st Basketball Team of St. Andrews (2004-2006) 2nd Ice-Hockey team of St Andrews at Scottish League (2007) Autism via teacher qualifications, Tard, Austria (07/2003)
2001-2005	Model United Nations <ul style="list-style-type: none"> 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

What should I include?

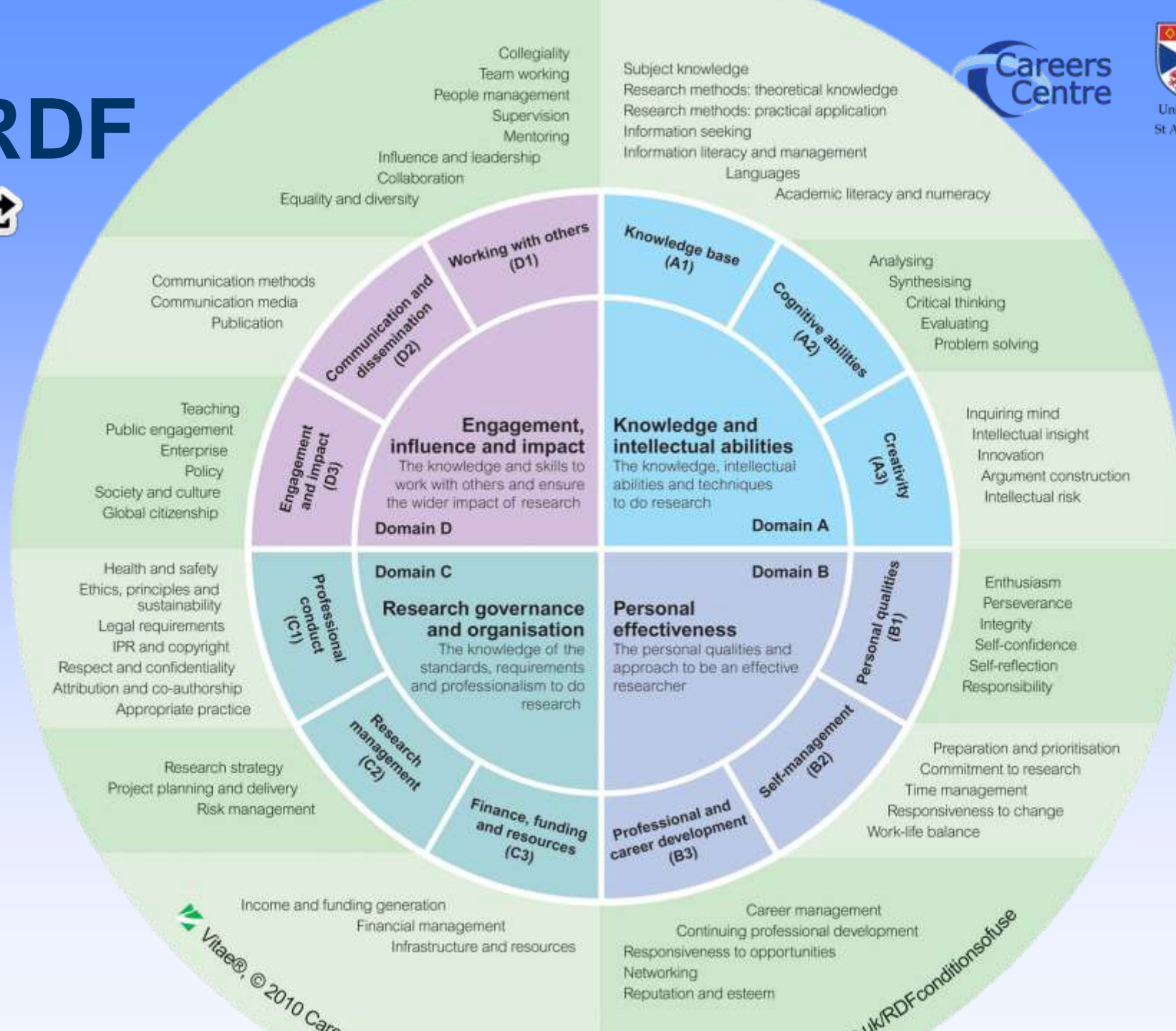
Researcher Development Framework

Marketing your research

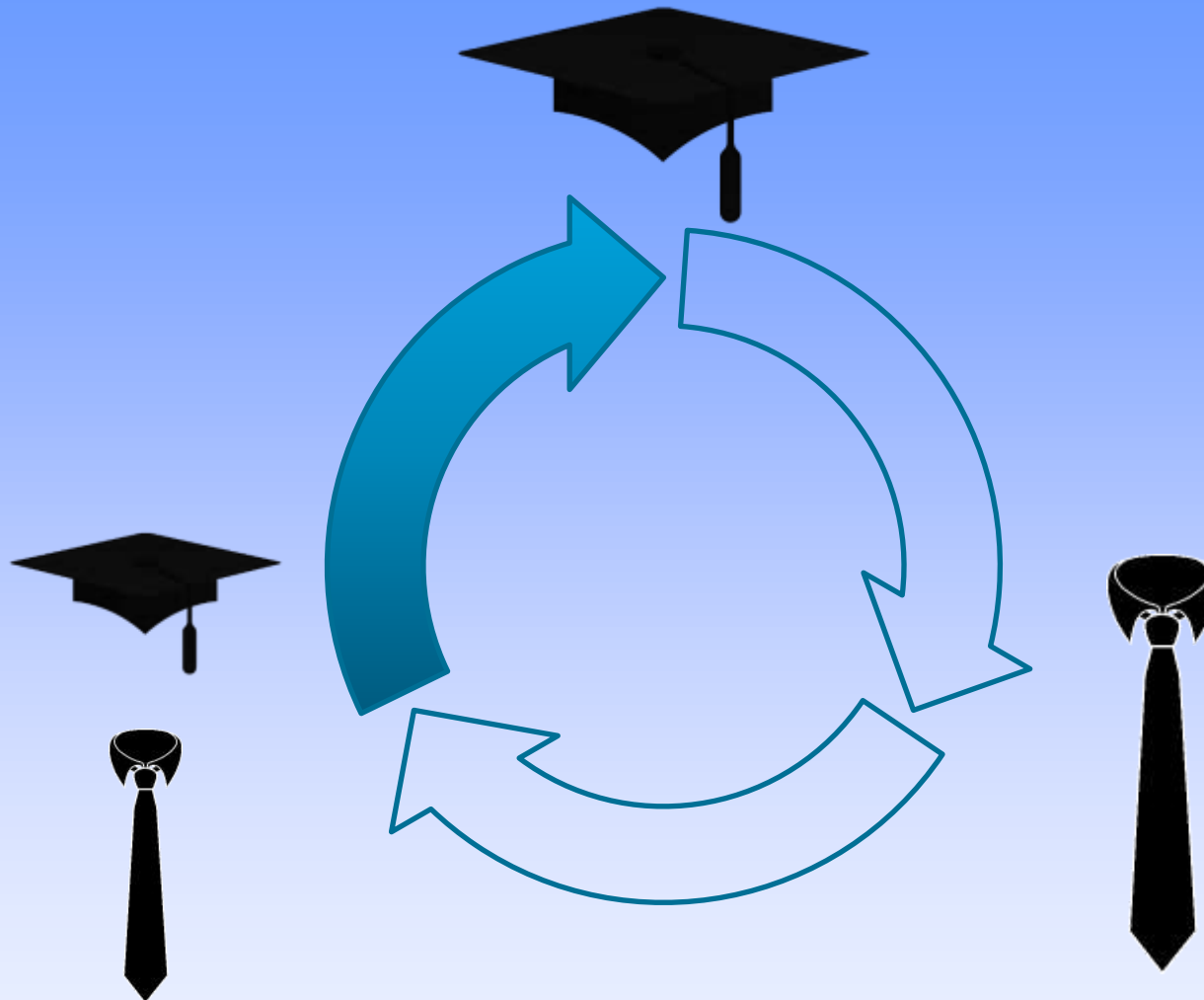
- ◉ Vitae resource outlining the skills base of researchers
- ◉ Invaluable skills auditing tool



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