Professional Emails, Networks, and Interviews, Oh My!

JUMP! Workshop
March 6, 2019
6:00-7:30pm
Helena Klein
About me - Helena Klein

- Bioinformatics and Genomics Master’s Student, recently accepted Internship at Phylagen in San Francisco.
  - Had other offers, ~20 interviews in the last month.
- This program is nice because it brings companies/labs to you.
- All liked my research experience, which I got through professional emailing.
- Feel free to ask questions at any time today!
Workshop Overview

- Getting to the interview:
  - Professional Emailing
  - Networking

- Getting to a job:
  - Interviewing
  - Professional Emailing (Follow-up)
Emailing: when is this best?

- Most common emails are “read and reply”
  - Simple, easy to answer question.
  - But **NOT** one that is easily answered by reading the syllabus!
- Emailing as a record
Anatomy of an Email

1. Recipients
2. Subject Line
3. Salutation
4. Body
5. Sign off/Signature
Recipients

- Always double check to make sure you’re sending it to the right person or people
- I add recipients last to avoid accidentally sending the message before I’m ready
- Beware:
  - “Reply all”
  - bcc
- Easily searchable
- Relevant
- Concise
- Conveys the purpose of the email
- **Good examples:** “BI 424 Term Paper”, “MATH 425 W'18 HW 4”, “Thank you, and interested in your research”
- **Bad examples:** “where are you? (NOT)”, “HELP ME DECIDE”
Salutation

Know your audience, and CORRECTLY spell their name.

- **More Formal:** Dear, Good Morning/Afternoon/Evening
  - Pair with Professor, Dr., Ms...
- **Intermediate:** Hello
  - Usually works if you’re on first name basis
- **Casual:** Hi (avoid hey)
  - You’re quite familiar with this person
Body

● Humanity section
● Remind the recipient who you are: eg. Student in your Wednesday at 10am lab, Undergrad interested in research, someone you met at a conference...
● The point of the email: Action items
  ○ Make a new line for each idea in your email
  ○ Stay concise
  ○ Make sure your recipient knows why you’re emailing them
Sign-off and Signature

- **Formal**: Sincerely, Best regards, Warm regards, Best wishes, Thank you
- **Intermediate**: Best (I use this one the most), Thanks, Many Thanks, All the best...
- **Casual**: Cheers, till then,
- **Signature**: your full name, position, “who you are”
Any Emailing Questions?
Networking

- Talking to people about work.
- Easier to do if you start with what you’re interested in, ask people what they do and enjoy.
- People like to help interested people with career advice, and eventually jobs.
- You already have a network!
How do we network?

We talk to people in a professional manner.
When do we network?

All the time.

- Go to talks in your major, make sure to chat with the speaker
- Special events
- Conferences
- Classes
- On an airplane...
LinkedIn
https://www.linkedin.com/in/h-klein/

- Add me! (Helena Klein)
- Useful for keeping track of your connections
- Has some job postings
- The app can help you connect even faster
  - Home > People tab > Find Nearby
  - Can help you find common ground to talk about at a tech meetup I hear
LinkedIn tips

- You can edit your URL so it fits on your Resume
- Browsing is automatically set to “public” which means people you view will know that you looked at them.
  - If you’re not ready for this, you can turn it off.
  - Be mindful
Any Networking Questions?

Yes, I am the popular social networking site known as Bookface.
Networking Practice!

- Introduce yourself to your table, and ask to connect!
  - You have 5 minutes
- Potential questions:
  - What do you do?
  - What are your career goals?
- Now walk around the room and find a new networking partner!
On to the Interview!

Professional Emailing + Networking + Applying (with Resume) -> Interviewing
Interviewing

- 1 week in advance pick out an outfit
- Make sure it still fits/ isn’t wrinkly (Unless that’s the style)
- Leather shoes without heels
- Avoid strong scents
Business formal dress is the pinnacle of corporate attire and often distinguishes those in executive positions.

**MEN**
- Fitted solid-color or pinstriped suit
- Solid-color, collared button-down with cuffed sleeves
- Solid-color or simple-pattern necktie
- Leather shoes
- Folded pocket square
- Cufflinks
- Watch

**WOMEN**
- Fitted solid-color suit (pant or skirt)
- Solid-color or simple-pattern blouse or button-down
- Stockings
- Low or high heels
- Simple jewelry

**WHERE FOUND**
- Fortune 500 companies
- Executives
- Senior-level management
- Interviewees
- Weddings
- Board meetings
Interview Preparation

- Read the job description!
- Review your resume and application materials!
- Research!
  - How to get to the interview
  - Company/Lab
  - Interviewer
  - Does anyone you know already work there?
- What questions might they ask you?
- What questions do you have?
Day of the Interview

- Make sure your video works (Skype, Zoom Meeting, Google Hangouts...)
  - Avoid Backlighting, double-check Wifi
  - Try the reservable rooms in the Science Library
  - Technical difficulties will still happen
- Be there and ready ~ 10 minutes before!
  - If you are there early you can double-check your appearance.
Anatomy of an Interview (Usually)

- The bit where *they* ask *you* questions
- The bit where *you* ask *them* questions
Interviewee Questions

- Two main types:
  - Behavioral
  - Technical
- What you get depends on the interviewer and where you are interviewing.
Behavioral Questions

- Interviewers want to know how you will perform in their workplace or fit in their team.
- Often ask “How do you respond to this situation?”
- When I’m not marathoning interviews, I google these and practice saying them out loud before an interview.
Practice!

- Break into pairs or small groups.
- Take turns answering in ~ 2 minutes:
  - Tell me about yourself
Technical Questions

- Depends on job description
- Varies widely by field
- Sometimes interviewers skip this
Interviewer Questions

- What are you looking for in the ideal candidate?
- How do you see me fitting into your team?
- What sort of professional development do you do for your employees?
- How would you describe the work environment at [specific company or lab]?
- If I have any more questions do you mind if I reach out to you on LinkedIn?
After the Interview

- Send a follow up email thanking them for their time! Even if you don’t think it will work out
- Convey interest if you want the position
- People that don’t follow-up don’t get jobs.
Closing Remarks

- Use the Google
- Practice ahead of time
- You will get used to it eventually. Most people have at least 10 jobs in their lives (and way more interviews)
Questions?

What am I not good at?