

9. Getting a Job

A) The Resume

Your resume is the means by which you market yourself to a potential employer. It is important that you realize that the objective of the resume is to get you an interview; not to get you a job. It is the means by which the recruiter will acquire an impression of you and determine very quickly whether or not you have the background needed for the job available. Consequently, the resume must be neat, well organized, and present your skills and experiences in a complete and concise manner. The pamphlet *Tips on Resume Preparation*, 1998, American Chemical Society, is free upon request by calling the ACS at 1-800-227-5558. A copy is available in the chemistry reading room.

The Career Development Center of the University is also able to provide help with writing a resume. Career Development center is located in the University center.

B) The Interview

The interview is “The Door” to the job. It is during the interview that you present to your potential employer what you have to offer them. It is important for you to know your skills, your professional goals, and how these will benefit your potential employer. Obviously this requires you to not only self evaluate but to learn a great deal about the company before your interview. Thus, a successful interview requires that you get to know yourself, identify your skills, and research the company. The pamphlet *The Interview Handbook*, 1998, American Chemical Society is free upon request by calling 1-800-227-5558. A copy is available in the chemistry reading room.

The Career Development Center of the University arranges on-campus interviews with many companies. You should register with the Career Development Center in order to get updates of companies that schedule interviews.