



Job Talk

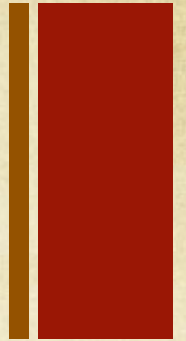
How to get the job you were meant to have.

by Jo-Anne Brown

Outline

- MBTI – understanding who you are
- CV versus Resume
- Making Contact: Email protocol!
- The Interview

Myers-Briggs Test Indicator (MBTI)

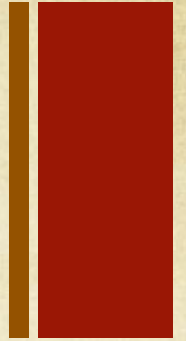


- ✧ Distinguishes 16 different personality types (brain functions)
- ✧ Used by managers to help assess team synergy

Categories:

- ◆ **Extravert vs. Introvert:** how a person is energized
- ◆ **Sensory vs. Intuition:** what a person pays attention to
- ◆ **Thinking vs. Feeling:** how a person makes decisions
- ◆ **Judging vs. Perceiving:** what kind of outlook on life a person adopts

Extraverted vs. Introverted



■ Extraverted: (E)

- ❑ Energy gained from surroundings, directed outward
- ❑ Acts first, reflects later
- ❑ More talkative, expressive
- ❑ Like to be around people, social
- ❑ Motivated by environment (usually people)

■ Introverted: (I)

- ❑ Gain energy internally, directed inward
- ❑ Quiet energy, thoughtful, perceptive
- ❑ Reserved, private, cautious
- ❑ Think before they act
- ❑ Are more comfortable spending time alone - recharge

Sensory vs. Intuition

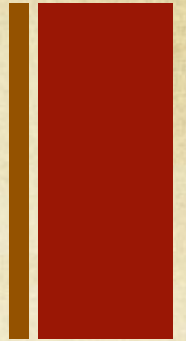
■ Sensory: (S)

- ❑ Facts, details, and realities
- ❑ Lives in the Present
- ❑ Memory recall rich in details and past experiences
- ❑ Have straightforward speech - Are more realistic
- ❑ Want clear and concrete information

■ Intuition: (N)

- ❑ Seek understanding in patterns, context, connections and theory
- ❑ Are more future oriented
- ❑ Admire creativity, imaginative – see possibilities
- ❑ Focus on ideas & the big picture
- ❑ Comfortable with ambiguous, roundabout thoughts

Thinking vs. Feeling



■ Thinking

- ❑ Search for facts and logic to make decision
- ❑ Objective, Direct
- ❑ Analytical and systematic
- ❑ Naturally critical
- ❑ Motivated by achievement

■ Feeling

- ❑ Employ personal feelings and impact on others to make decision
- ❑ Warm & friendly
- ❑ Sensitive & diplomatic
- ❑ Try hard to please others
- ❑ Are motivated by being appreciated

Judging vs. Perceiving

■ Judging

- Are more formal
- Are time conscious
- Like to make plans
- Work first, play later
- Like to finish project best

■ Perceiving

- Playful & casual
- Unaware of time or date
- Like to wait-and-see
- Play first, work later
- Like to start project best

Jo-Anne's Quick Test



❑ **Introverted (I) or Extroverted (E)?**

Do you get energized by working in a group (E), or does this drain your energy (I)? Do you like presenting to large audiences (E) or would you rather work with individuals for limited amounts of time (I)?

❑ **iNtuitive (N) or Sensing (S)?**

Are you better with an 'overview' (N) or more interested in 'details' (S)? For example, do you enjoy puzzles, needlepoint, crafts (S)? Or do these types of activities often drive you crazy (N)?

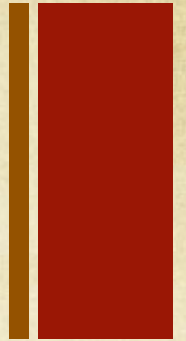
❑ **Feeling (F) or Thinking (T)?**

Do you tend to make decisions based on 'gut feel' (F) or do you prefer facts (T)? With art or science, do you find yourself more interested with the stories of the artists or scientists themselves (F) or about the actual artwork and science discoveries (T)?

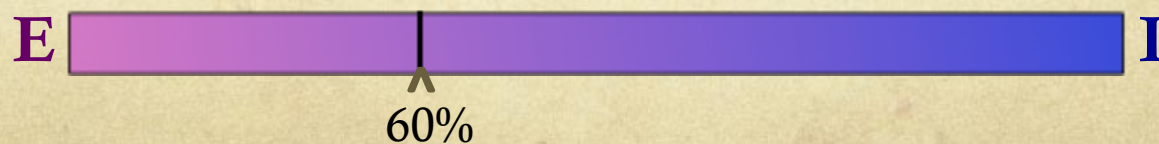
❑ **Judging (J) or Perceiving (P)?**

Do you like to have a plan (even if it is very, very loose) (J) or do you like to 'go with the flow' (P)?

Nature versus Nurture



- ☐ There is more to a person than their personality type.
- ☐ The environment a person grows up in significantly influences how they interact with the world.
- ☐ Not all ... [fill in your type here] ... are created equal!
- ☐ Shading is important...



Figuring Out Your MBTI



☐ Online tools:

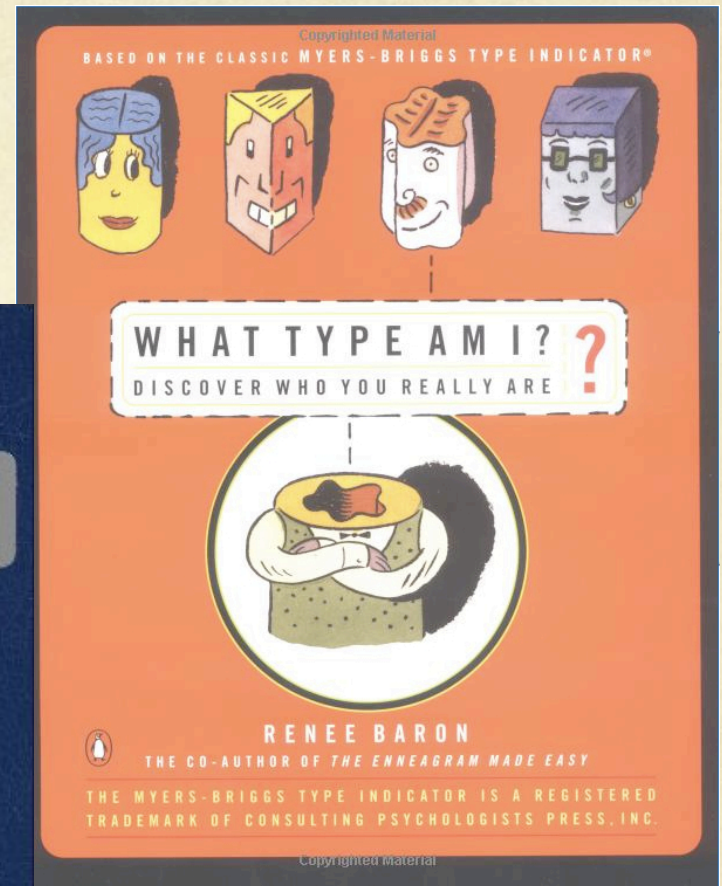
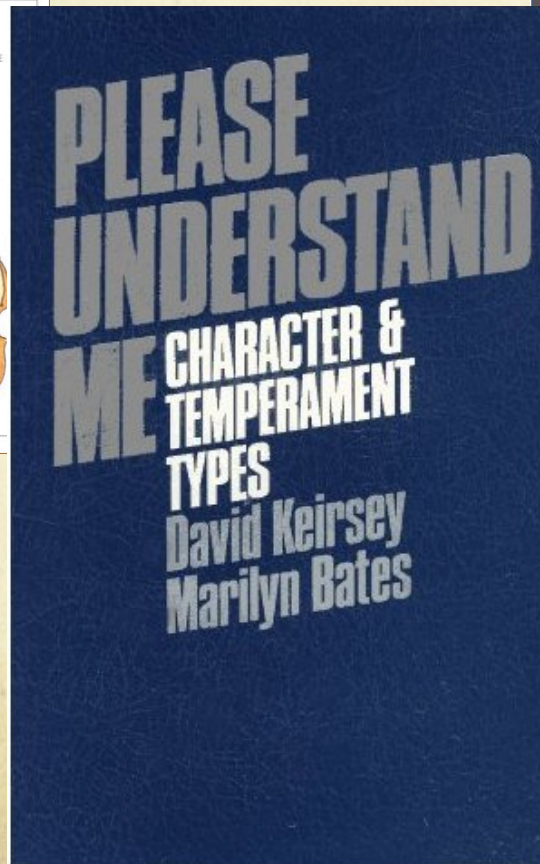
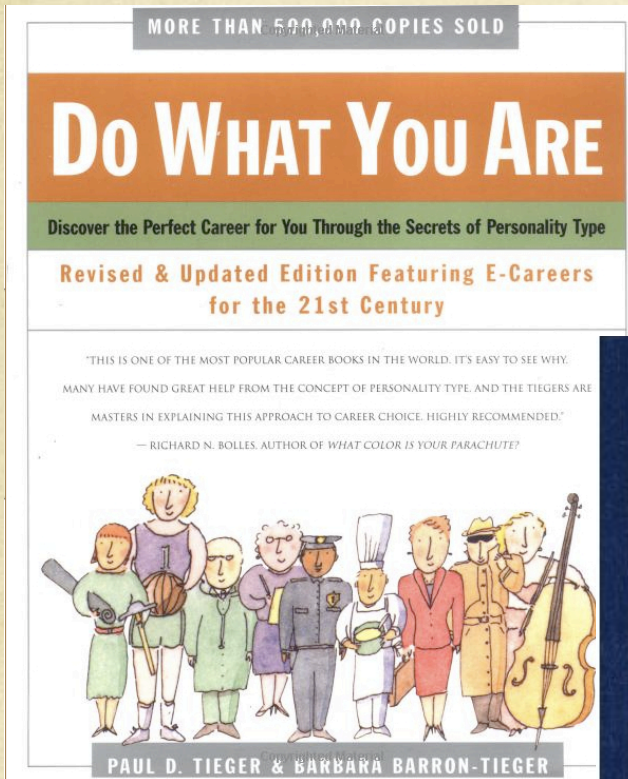
☒ <http://www.humanmetrics.com/cgi-win/jtypes1.htm>

☐ <http://www.personalitypage.com>

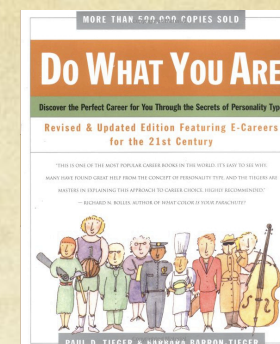
☐ <http://kisa.ca/personality/>

Please note: The online tools are a guide and an introduction only. Proper assessment is available only through trained professionals.

Reference Books:



Reference Books:



Chapter 8	ENFJ 103 <i>"The Public Relations Specialists"</i>	Chapter 16	ESTJ 232 <i>"Taking Care of Business"</i>
Chapter 9	INFJ 122 <i>"Catalysts for Positive Change"</i>	Chapter 17	ISTJ 248 <i>"Take Your Time and Do It Right"</i>
Chapter 10	ENFP 137 <i>"Anything's Possible"</i>	Chapter 18	ESFJ 263 <i>"What Can I Do for You?"</i>
Chapter 11	INFP 155 <i>"Still Waters Run Deep"</i>	Chapter 19	ISFJ 282 <i>"On My Honor, to Do My Duty . . ."</i>
Chapter 12	ENTJ 172 <i>"Everything's Fine — I'm in Charge"</i>	Chapter 20	ESTP 300 <i>"Let's Get Busy!"</i>
Chapter 13	INTJ 186 <i>"Competence + Independence = Perfection"</i>	Chapter 21	ISTP 314 <i>"Doing the Best I Can with What I've Got"</i>
Chapter 14	ENTP 203 <i>"Life's Entrepreneurs"</i>	Chapter 22	ESFP 328 <i>"Don't Worry — Be Happy!"</i>
Chapter 15	INTP 218 <i>"Ingenious Problem Solvers"</i>	Chapter 23	ISFP 342 <i>"It's the Thought That Counts"</i>

Outline

- MBTI – understanding who you are
- CV versus Resume
- Making Contact: Email protocol!
- The Interview

Résumé versus Curriculum Vitae (CV)

When do you use which?

Résumé versus Curriculum Vitae (CV)

- Private Industry typically requests a 'Résumé' from applicants.

(Résumé = Industry)

A résumé is succinct, focussing more on relevant skills for a particular job goal, and are typically no more than 2 pages.

- Funding agencies & Universities typically require a 'curriculum vitae' or 'CV' to assess the quality of an applicant (CV = Academic)

A CV is typically far more extensive, focussing more on education details, such as degrees, awards, and publications, and are often several pages.

Résumé versus Curriculum Vitae (CV)

What do they look like?

Résumé

- Typical goal: To get an interview!
- Should be aesthetically appealing to look at
- Should only have 'relevant' statements
- Should demonstrate your qualifications for the job
- Should highlight YOUR individuality
- Should only be LESS THAN 2 pages (prefer 1!)

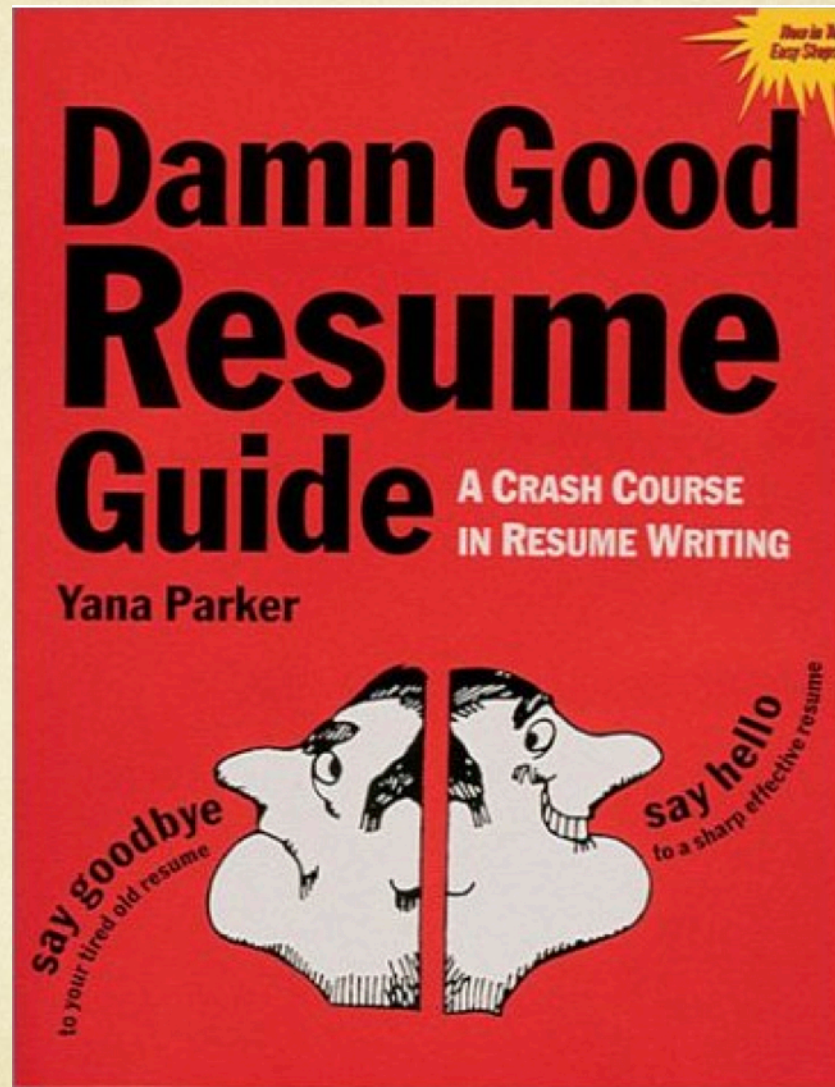
Curriculum Vitae

- Typical goal: To get an academic position (post doc, faculty) or apply for scholarships/funding
- Should be aesthetically appealing to look at
- Usually contains ALL of your academic & related experiences:
 - scholarships
 - publications
 - research experience
 - teaching experience
- Should highlight YOUR individuality
 - volunteer experience
 - leadership experience
 - extracurricular activities

Résumé versus Curriculum Vitae (CV)

How to compose a Résumé

Reference Book:



<http://books.google.com/books?id=4pN35w19gDoC&printsec=frontcover&dq=Damn+good+resume+guide#PPP1,M1>

How to write a Résumé: 10 easy steps

Step 1: Choose a job target (also called a job objective)

Step 2: Find out what skills, knowledge, and experience are needed

Step 3: Make a list of your strongest skills or abilities (say three or four skills) that make you a good candidate for the target job.

If you are unclear of what job you are looking for, then reverse the order:

Step 1: Make a list of your strongest and most favorite skills or abilities that you would like to use in your new job.

Step 2: Find out what jobs or career areas call for those skills.

Step 3: Choose one of those jobs as your current job target.

How to write a Résumé: 10 easy steps

Step 4: For each of your key skills, think of several accomplishments from your work history to illustrate that skill.

Step 5: Describe each accomplishment in a simple, powerful action statement that emphasizes results that benefit your employer
(a “juicy one-liner”)

Step 6: Make a list of past jobs you’ve held, in chronological order.

Step 7: Make a list of your training and education.

How to write a Résumé: 10 easy steps

Step 8: Choose a résumé format that fits your situation

Chronological: if you're planning on staying in the same field.

Functional: if you're making a career change.

Step 9: Arrange your action statements from Step 5 according to the format you choose.

Chronological: place action statement under appropriate job title.

Functional: place action statement under a skill category.

Step 10: Summarize your key points at or near the top of the resume.

How to write a Résumé: 10 easy steps

Final Tips:

- Proof read
- Check the spelling
- Get Feedback!

My Résumé when I was finishing my PhD

Jo-Anne C. Brown
Dept. Physics and Astronomy
University of Calgary

jocat@ras.ucalgary.ca

Objective: Marketing Associate, Engineering and Science

HIGHLIGHTS OF QUALIFICATIONS:

- * 'A' average in B.Sc., M.Sc., Ph.D.
- * Work experience in the communications and petroleum industries.
- * Research experience as a scientist and engineer.
- * Comfortable interacting with individuals and large groups.

EDUCATION

B.Sc. with first class honors in Physics - University of Alberta, Edmonton, Alberta, 1991
M.Sc. in Electrical Engineering - Queen's University, Kingston, Ontario, 1993
Ph.D. in Physics (major: Astrophysics) - University of Calgary, Calgary, Alberta, exp. 2001

RELEVANT SKILLS AND EXPERIENCE

RESEARCH EXPERIENCE

- Astrophysics: Study of the magnetic field of the Galaxy through data analysis and modelling.
- Fiber Optics: Examination of switching induced interference in coherent optical systems.
- Space Physics: Computer modelling of the auroral electrojet and atmospheric gravity waves.

INDUSTRY EXPERIENCE

- Hardware Design: two and one half years with Nortel in FiberWorld board design groups.
- Geophysics: Deconvolution program analysis and geophysical processing.

COMMUNICATION and LEADERSHIP EXPERIENCE

- Teaching Assistant: Fall/Winter 1996-2000.
- Numerous Research Talks: received 2nd place for best student talk at CASCA 2000.
- Many Public Lectures: includes Highschools, Rothney Astrophysical Observatory, University Week.
- Student Politics: Physics and Astronomy Graduate Liason Committee chairperson (UofC, 1999-2000), CASCA UofC student rep. (1998-2000), GSA rep. for Elec. Eng. (Queen's, 1992-1993).
- Nortel League Softball Captain: 1994 D-tier season champions; 1995 C-tier playoff champions.

EMPLOYMENT HISTORY

Sept. 1996 - present	Graduate Student - Radio Astronomy Group, University of Calgary Supervisor: Dr. A.R. Taylor (403)220-6633
Dec. 1993 - July 1996	Hardware designer - FiberWorld, Nortel Networks, Ottawa, Ontario Managers: Rick Cuthill (613)850-4996, Doug Knight
Sept. 1991 - Dec. 1993	Graduate Student - Fiber Optics Group, Queen's University Supervisor: Dr. John Cartledge (613)545-2935
Summer 1991	Geophysical Trainee - Amoco Canada, Calgary, Alberta Supervisor: Dan Au, Mentor: Karen Micheals
Summer 1990	NSERC Summer Student - Space Physics, University of Alberta Supervisor: Dr. John Samson (403)492-3616
Summer 1989	Manager - Windy Weather Kites, Waterton National Park, Alberta

EXTRA-CURRICULAR ACTIVITIES

- Whitewater kayaking (7 years).
- Cross-country skiing (member of UofC cross-country ski club).

My Résumé when I was finishing my PhD

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EXTRA-CURRICULAR ACTIVITIES

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What makes you unique? Get their interest!

Résumé versus Curriculum Vitae (CV)

How to compose a Curriculum Vitae

How to write a Curriculum Vitae

- INCLUDE YOUR CONTACT INFORMATION!
- Make a list of your:
 - education
 - employment
 - scholarships, awards, honors
 - publications
 - teaching, supervision, research experience
 - unusual experience and interests

How to write a Curriculum Vitae

- **Education:**

- Include degree/diploma, dates, institution
- High school is not necessary at this point!
- Incomplete degrees probably not necessary

- **Employment:**

- For repeated jobs (e.g. TA'ing) include dates and/or classes, but not new 'line items'.
- Consider including contacts of employers here

- **Scholarships and Awards:**

- Include only ones that you COMPETE for or were NOMINATED for.
- Dates, Values, Type (institutional, provincial, national)
- If you have none, consider addressing this.

How to write a Curriculum Vitae

- Publications:
 - Separate 'refereed' from 'unrefereed'
 - Theses are NOT considered 'refereed'
 - Usual division: journal, proceedings, presentations, theses
- Teaching, Research, Committee Experience
 - Think: "Things a prof does"
 - You may consider describing your summer projects or thesis work here
 - Designed to show you are cut out to be an academic
- Unusual Experience and Interests
 - What defines you?
 - What makes you unique?
 - "Member of Columbia House" - not a good idea...

My Curriculum Vitae - page 1: Contact, Education, Employment

CURRICULUM VITAE

NAME: Jo-Anne Catherine Brown
POSITION: Assistant Professor
DEPARTMENT: Physics & Astronomy
INSTITUTION: University of Calgary
EMAIL: jocat@ucalgary.ca
WEB PAGE: www.ras.ucalgary.ca/~jocat

EDUCATION

Degree	Institution	Started	Awarded
Ph.D. in Physics (Radio Astronomy)	University of Calgary	09/1996	01/2002
M.Sc. in Elec. Eng. (Optical Communications)	Queen's University	09/1991	12/1993
B.Sc. (with Honours) in Physics	University of Alberta	09/1986	05/1991

EMPLOYMENT HISTORY

Dates	Job Title	Institution	Supervisor
07/2006 - present	Assistant Professor	University of Calgary	R.I. Thompson
01/2006 - 06/2006	Postdoctoral Fellow	University of Calgary	A.R. Taylor
11/2004 - 12/2005	Maternity Leave		
01/2002 - 10/2004	Postdoctoral Fellow	University of Calgary	A.R. Taylor
09/2003 - 12/2003	Sessional Instructor (P455 - E&M II)	University of Calgary	R.B. Hicks
01/2002 - 04/2002	Sessional Instructor (P457- E&M III)	Univeristy of Calgary	R.B. Hicks
09/1996 - 01/2002	Ph.D. Graduate Student	University of Calgary	A.R. Taylor
12/1993 - 08/1996	Hardware Designer	Nortel Networks	L. Prattico
09/1991 - 12/1993	M.Sc. Graduate Student	Queen's University	J.C. Cartledge
05/1991 - 08/1991	Geophysical Trainee	Amoco Canada	D. Au
05/1990 - 08/1990	NSERC Summer Student	University of Alberta	J.C. Samson

My Curriculum Vitae - page 2: Scholarships and Awards

J. Brown

Cirriculum Vitae 2

SCHOLARSHIPS and AWARDS

Scholarship or Award	Value	Type	Location	Period Held
NSERC PDF	\$40,000/yr (2 years)	National	UofC	<i>declined for faculty position</i>
UTI Fellowship	\$15,000/yr	Institutional	UofC	06/01 - 06/06
Plaskett Medal (CASCAS Thesis Prize)	Gold Medal (+ \$600)	National	UofC	04/06
Alberta Ingenuity Fund Associateship	\$55,000/yr ^a	Provincial	UofC	02/07 - 04/10, 06/01 - 06/06
UofC Research Fellowship in Physics and Astronomy	\$6000	Institutional	UofC	01/07
UofC Silver Anniversary Graduate Fellowship	\$18,000	Institutional	UofC	00/09 - 01/08
Ralph Steinhauer Award of Distinction	\$20,000	Provincial	UofC	99/09 - 00/08
JDS Uniphase Scholarship	\$5000	National	UofC	99/09 - 00/08
Ralph Steinhauer Award of Distinction	\$15,000	Provincial	UofC	98/09 - 99/08
Izaak Walton Killam Memorial Scholarship (Honorary)	\$3200 ^b	National	UofC	98/05 - 99/04
NSERC PGS B	\$17,500/yr	National	UofC	96/09 - 98/08
UofC Fee Scholarship	\$3000/yr	Institutional	UofC	96/09 - 98/08
Ontario Graduate Scholarship	\$8000	Provincial	Queen's	92/09 <i>declined for NSERC PGS</i>
NSERC PGS 1,2	\$15,000/yr	National	Queen's	91/09 - 93/08
Queen's Graduate Award	\$6000	Institutional	Queen's	91/09 - 92/08
Dean's Silver Medal in Science	Silver Medal	Institutional	UofA	91/05
NSERC USRA	\$3200	National	UofA	90/05 - 90/08
Physics book prize	-	Institutional	UofA	90/09, 89/09
James McCrie Douglas Memorial Scholarship	\$800	Institutional	UofA	89/09 - 90/04
Sunwapta Broadcasting Limited Scholarship	\$200	Institutional	UofA	89/09 - 90/04

a. Salary: \$40,000; Research Allowance: \$15,000

b. Honorarium: \$2000; Research Allowance: \$1200

My Curriculum Vitae - pages 3 to 9: publications and presentations

RESEARCH CONTRIBUTIONS

In what follows, I underline my students' names, and boldface my name.

Articles Submitted to Refereed Journals

1. Mao, S.A., McClure-Griffiths, N.M., Gaensler, B.M., **Brown**, J.C., Haverkorn, M., Kronberg, P.P., Van Eck, C.L., Stil, J.M., Shukurov, A., Taylor, A.R. (2012) *New Constraints on the Galactic Halo Magnetic Field using Rotation Measures of Extragalactic Sources Towards the Outer Galaxy*, submitted April 4, 2012 to *Astrophysical Journal*.

Articles Published in Refereed Journals

2. Oppermann, N., Junkewitz, H., Robbers, G., Bell, M.R., Enßlin, T.A., Bonafede, A., Braun, R., **Brown**, J.C., Clarke, T.E., 21 others, and Van Eck, C.L. (2012) *An Improved Map of the Galactic Faraday Sky*, accepted for publication on March 22, 2012 in *Astronomy and Astrophysics* (arXiv:astro-ph/1111.6186).
3. Van Eck, C. L., **Brown**, J. C., Stil, J. M., Rae, K M., Mao, S.A., Gaensler, B. M., Shukurov, A., Taylor, A. R., Haverkorn, M., Kronberg, P. P., McClure-Griffiths, N. (2011) *Modeling the Galactic Magnetic Field using New Rotation Measure Observations in the Galactic Disk from the Very Large Array*, *Astrophysical Journal*, vol. 728, pp. 97-110 (arXiv:astro-ph/1012.2938).
4. **Brown**, J. C., Stil, J., Landecker, T. L. (2008) *Visualizing the Invisible using Polarisation Observations*, *Physics in Canada*, vol. 64, pp. 215-225 (invited contribution to a special issue on Astrophysics; arXiv:astro-ph/1007.1015).
5. Johnston, S., Taylor, R., Bailes, M., Bartel, N., Baugh, C., Bietenholz, M., Blake, C., Braun, R., **Brown**, J. and 41 coauthors (2008) *Science with ASKAP. The Australian Square-Kilometre-Array Pathfinder*, *Experimental Astronomy*, vol. 22, pp. 151-273 (arXiv:astro-ph/0810.5187).
6. Haverkorn, M., **Brown**, J. C., Gaensler, B. M., McClure-Griffiths, N. M. (2008) *The Outer Scale of Turbulence in the Magnetoionized Galactic Interstellar Medium*, *Astrophysical Journal*, vol. 680, pp. 362-370 (arXiv:astro-ph/0802.2740).
7. Johnston, S., Bailes, M., Bartel, N., Baugh, C., Bietenholz, M., Blake, C., Braun, R., **Brown**, J. and 42 coauthors (2007) *Science with the Australian Square Kilometre Array Pathfinder*, *Publications of the Astronomical Society of Australia*, vol. 24, pp. 174-188 (arXiv:astro-ph/0711.2103).
8. **Brown**, J.C., Haverkorn, M., Gaensler, B.M., Taylor, A.R., Bizunok, N.S., McClure-Griffiths, N.M., Dickey, J.M., Green, A.J. (2007) *Extragalactic Rotation Measures in the Southern Galactic Plane Survey: New Insights into the Large-Scale Magnetic Field in the Inner Milky Way*, *Astrophysical Journal*, vol. 663, pp. 258-266 (arXiv:astro-ph/0704.0458).
9. Haverkorn, M., Gaensler, B.M., **Brown**, J.C., Bizunok, N.S., McClure-Griffiths, N.M., Dickey, J.M., Green, A.J. (2006) *Enhanced Small-Scale Faraday Rotation in the Galactic Spiral Arms*, *Astrophysical Journal Letters*, vol. 637, pp. L33-L35 (arXiv:astro-ph/0512456).
10. **Brown**, J.C., Taylor, A.R., Weilebinski, R., Mueller, P. (2003) *On Magnetic Field Reversals in the Outer Galaxy* *Astrophysical Journal Letters*, vol. 592, pp. L29-L32.
11. **Brown**, J.C., Taylor, A.R., Jackel, B.J. (2003) *Rotation Measures of Compact Sources in the Canadian Galactic Plane Survey*, *Astrophysical Journal Supplement Series*, vol. 145, pp. 213-223.

My Curriculum Vitae – page 10: ‘My Uniqueness’

J. Brown

Cirriculum Vitae 10

ADDITIONAL FORMS OF ACHIEVEMENT

- I have served as a referee for the Astrophysical Journal (2011) and the Monthly Notices of the Royal Astronomical Society (2009).
- I was the University of Calgary’s nominee for the Engineering, Medicine and Natural Sciences category for the 2003 CAGS/UMI Distinguished Dissertation Award (national thesis award).
- My job with Nortel required working in Ottawa and Montreal in a bilingual environment. While I am not fluent, my knowledge of French was sufficient for me to function well in that environment.
- I have management experience as the captain of a Nortel league softball team (The Ground Bouncers; season champions 1994, playoff champions 1995), and as the manager of a kite store in Waterton National Park (Windy Weather Kites; Summers of 1987, 1988, 1989).
- Since 1994, I have been an avid whitewater kayaker. My other interests include cross-country skiing, hiking, jazz and ballet dance, and violin.
- I have been active in student politics during my academic career in the following capacities: 1999-2000, founding chairperson of the Graduate Liaison Committee (UofC); 1998-2000, University of Calgary Graduate student representative for the Canadian Astronomical Society’s Graduate Student Committee; 1992-1993, Electrical Engineering representative to the Graduate Student Association (Queen’s); 1990-1991, founding treasurer of the Undergraduate Physics Club (UofA).

OUTREACH ACTIVITIES

- ◇ Royal Astronomical Society meeting guest speaker (Calgary, AB); *to be presented* May 17, 2012
- ◇ University of Calgary Open House; November 5, 2011
- ◇ Public talks at Rothney Astrophysical Observatory (RAO);
October 20, 2007, October 4, 2008, September. 26, 2009, September17, 2011
- ◇ University of Calgary Information Fair; September 7, 2011

Citizen’s Action Committee at Thompson High School, March 2, 2011

My Curriculum Vitae – page 11-12: ‘Prof Stuff’

J. Brown

Cirriculum Vitae 11

SUPERVISORY EXPERIENCE

Student	Dates	Job Description	Notes
A. Danko	Summer 2012	NSERC Summer Student	
B. Cooper	September 2011 - present	MSc Student	QEI recipient
A. Beauchamp	Summer 2011	NSERC Summer Student	
C. Van Eck	May 2010 – present	MSc Student	AIF, NSERC CGS recipient
C. Van Eck	F08/W09	Research project in Physics	P598 course
C. Van Eck	Summer 2008, 2009	NSERC Summer Student	
K. Rae	Summer 2009, 2010	Summer Research Assistant	
K. Rae	F08/W09	Research project in Physics	P598 course
M. Underwood	Summer 2004	NSERC Summer Student	Co-Sup.: R. Ouyed
D. Giang	Summer 2002	Data Processing	
C. Stewart	Summer 2000	Data Processing	Co-Sup.: A.R. Taylor

TEACHING EXPERIENCE

Term	Course	USRI ¹ Overall Instruction My score (Dept., Faculty) ²
Winter 2012	SCIE 501 - Capstone Project Course	Not yet available
*Fall 2011	P221 - Introductory Mechanics	6.68 (5.23, 5.46)
Winter 2011	SCIE 501 - Capstone Project Course	6.69 (5.82, 5.73)
Fall 2010	P221 - Introductory Mechanics	6.18 (5.00, 5.35)
Winter 2010	P691.x2 - Graduate Seminar	6.75 (5.75, 6.04)
Winter 2010	SCIE 501 - Capstone Project Course	6.58 (5.85, 5.71)
Fall 2009	P221 - Introductory Mechanics	5.7 (4.89, 5.27)
Fall 2009	P691.x3 - Effective Scientific Writing	6.5 (6.14, 6.15)

My Curriculum Vitae – page 11-12: ‘Prof Stuff’

J. Brown

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COMMITTEE EXPERIENCE

Committee	Type	Period Held
Elected to the Executive Committee of NWAPS	International	2011-2015
Undergraduate Liaison Committee (Faculty rep.)	PHAS Dept.	2011 - present
Undergraduate Affairs Committee	PHAS Dept.	2010 – present
CASCA Ground-based Astronomy Committee (GAC)	National	2009 – 2012
Canadian SKA Science Advisory	National	2007 – 2010
Session Chair, NW American Physical Society (NWAPS) meeting	International	May 14 -16, 2009
Graduate Scholarships and Admissions	PHAS Dept.	2009
PhD qualifying exam committee	PHAS Dept.	2006, 2007, 2010, 2011
PhD candidacy & defense exams (5)	PHAS & EE Dept.	2009 –2012
MSc supervisory & exam committees (9)	PHAS & EE Dept.	2008 – 2011
Undergraduate Teaching Lab Development	PHAS Dept.	Fall 2007 – 2010
Radio Astronomy Postdoc & Faculty Hiring Committees (2)	PHAS Dept.	2008 – 2009
Dean’s Advisory; Women in Science	Faculty	2002 – 2004

Developing a Résumé or Curriculum Vitae

Key Brainstorming Questions:

1. What do you like doing?
2. What experience(s) do you have?
3. What makes you unique?

Outline

- MBTI – understanding who you are
- CV versus Resume
- Making Contact: Email protocol!
- The Interview

❖ Email Contact

Proper email skills can make or break a working relationship! **Good email = get what you want**

- Begin a letter or email with “Dear ... ” or “Hello ...”
- Never start a letter “To whom it may concern...” or “Hey”
- Be sure to “sign” the email or letter.
- If asking a specific question, ask it first and then elaborate (ie. don’t ‘lead up’ to the question)
- Don’t use attachments unless absolutely necessary.
- **Never put anything in an email that you aren’t willing to put on the front page of a newspaper!**

❖ Email Contact

Proper email skills can make or break a working relationship! **Good email = get what you want**

- Begin a letter or email with “Dear ... ” or “Hello ...”
- Never start a letter “To whom it may concern ” or “Hey”
- Be sure to **DONT UZ TXT MSGN**
- If asked to elaborate (ie. don’t ‘lead up’ to the question) **IN A 4MAL EMSG!!**
- Don’t use attachments unless absolutely necessary.
- **Never put anything in an email that you aren’t willing to put on the front page of a newspaper!**

Example of a BAD email (this is real!)

Subject: Re: request for P.hd programm.

Date: February 9, 2010 4:46:32 AM MST (CA)

To: jocat@ras.ucalgary.ca, davidsen@phas.ucalgary.ca, brian.jackel@ucalgary.ca, stil@ras.ucalgary.ca

Hello Sir/madam, ← **Send individualized emails! (e.g. Dear Dr. Brown)**

This is studying M.Sc Physics at I am looking for P.hd position in any field related to physics department.

why i am saying that, in any field is all because i don't know about research frankly. but while doing my M.sc project i got interest in research. i am not sure about my field ,but whatever may be the field i have confidance that i can do my level best. i am very frank to say that i don't have much C.G.P.A

also(average 7.00). In accordance with cgpa am the 20th person in my class.

Now am doing a project related to image processing(image restoration using MATLAB) where am doing my level best. I have studied nearly **????!**

15 courses in this M.Sc programm. I am not Intelligent but the way am dealing with the things and making things as easier as possible to complete them

as soon as possible is the only confidence & strength of me. Thinking in a different way which will differentiate me from the others is also one of my strength.

but i can't prove all these things through a simle email. I am just trying to explain about me. My graduation Percentage is 70%. My 12 th class percentage is 89.5%.

"wanna" is not a word Texting abbreviations – bad idea!
I don't wanna tell u lie that am verymuch interested in the field u r working because i don't know much but if u give me a chance then i wil do

more than my level best. If u feel the way am sending u the request is foolish and nonsense am very sorry.

And Frankly i didn't give any GRE or TOEFL

also i won't give because of financial problems. And one more thing that am interested in doing P.hd at europe is getting more scholarship and time save. **Spell check!**

working for years and yearsis boring for me. Eventhouh am not hard worker i can work hard after getting into the field.

Focus on positives, NOT negatives!

Imagination is more important than Knowledge. And for physics we need imagination more & more.

Imagination is my passion. Let me make

sure that my imagination will impress u and let me become a part of ur valuable work & imagination .

Thank you sir/madam,

yours faithfully

❖ Learn from this... mistake:

You never get a second chance
to make a first impression.

Outline

- MBTI – understanding who you are
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- The Interview

❖ What to do once you get the interview...

- Take the interview seriously.
 - Don't be late
 - Dress well
 - Get enough sleep
 - Brush your teeth!
- Answer questions directly and honestly
 - Don't Bologna-Sorbet (BS)!
 - Dancing around a question makes you look dishonest:
 - If you don't want to answer, say so;
 - If you are not sure of the answer, say so.
- Remember: the point of the interview is for the company to see if you fit, and for you to see if you want the job – *come with questions!*
- Thank the interviewer for giving you the interview opportunity.

Summary

- MBTI – understanding who you are

Choose a career that suits you.

- CV versus Resume:

CV -> Academic (many pages)

Resume -> Industry (1-2 pages at most!)

- Making Contact: Email protocol

Email \neq texting!

- The Interview

Be honest and humble.