

## WHAT'S GOING ON IN CAREER SERVICES?

The Career Services Ambassadors are a student branch of the Office of Career Services here at the Rollins School of Public Health, serving both to help implement all the wonderful things they do for us, and to serve as student representatives to the Office. Our colleagues in Career Services do an amazing job of preparing us with resume help, interview prep, career panels, networking opportunities and great "What do I want to do with my life?" advice, but we realize that there are some more things you wish you knew. So we're here to say, "We heard you." We decided to create this newsletter to address some of these recurring themes, like "What exactly does business casual mean?" "What do I do with LinkedIn after friending all my Facebook friends?" "Can I ask the alumni speaker how much money he makes?" and the always on your mind, "What can I do with an MPH?"

We're doing our best to answer some of these concerns with recurring columns like...

**Things You Should Probably Know By Now, But Just in Case You Don't** (No, you cannot ask how much money someone makes).

**A fashion column**, to show you appropriate doesn't have to be boring (or expensive).

**Alumni Career Spotlight:** See what people with YOUR degree, from YOUR school are doing (Spoiler alert, a lot of REALLY cool things).

**Best of the Web:** Showing you some nifty career development resources

**Feature articles**, like the great piece on LinkedIn on page 2

And last but not least, keep on top of all the great things the Office of Career Services has to offer, with the:

## CALENDAR OF EVENTS:

- December 2<sup>nd</sup>: **Professional Development Series: How to Ace a Case. Case Study Interview Preparation**
- January 31: **Networking with Dad's Garage**
- February 3<sup>rd</sup>: **Career Fair**
- March 11-14<sup>th</sup>: **Capitol Career Tour (DC Trip)**
- April 19<sup>th</sup>: **Public Health In Action Reception**

But that's not all! Be on the lookout next semester for more Professional Development Series and other fantastic events!

## Things You Should Probably Know By Now:

### *But Just In Case You Don't...*

By Marylynn Fisch

**Student Question of the Month:** "I have a part-time job. My boss said he understands I have a student schedule, but once I set my hours, how do I tell him I need time off? How far ahead do I need to let him know? Can I admit that school work comes first? Can I call out because I need a day to sleep in, and should I tell him that?"

### Taking Time Off from Work

When to do it...

- As soon as possible. If you know ahead of time that you won't be able to make it in (mid-terms, break, friends/family visiting) let your boss know as soon as you can. At least a week in advance is considered standard, but if you know sooner, give notice sooner. If it's an unplanned event, like an illness, do so as early in the day as you can, or even the night before if possible. If you know you're too sick to go to work the next day, shoot your boss an email before you go to bed so it's waiting for him or her first thing in the morning, and you don't have to worry about getting up early to call out. **Note: Sick is sick. Sick does not include tired or "I shouldn't have waited until midnight to start my paper."**
- If you can come in for part of your shift but need to leave early or go to an appointment in the middle of the day, give your boss due notice (back to the one week rule), but remind him or her a day or two before. If you mention in passing that you have an 11 am doctor's appointment next Friday, he or she will need a reminder the Wednesday or Thursday before.

When to tell the truth...

- Almost all the time. Your boss knows that you're a full time student and will generally be understanding of things like exams, projects, and needing a day to catch up on your thesis.
- Your boss likely even understands your need for a personal life, so saying that you can't come in because you have a friend in town is also acceptable, **provided you're not missing any deadlines or important meetings.** However, remember, less is more. You can say you have a friend in town, but leave out that you plan on having a few late nights.
- Use the "less is more" approach with illness as well; it's fine to tell your boss you're not feeling well, but he or she doesn't need (and may not want) the details. There's no need to get graphic!

- The same rules apply to your mental health and private life. You can say you have to deal with a family emergency, or you have to take care of a personal matter. Please don't go into the details of your recent breakup or private family matters; it may just make everyone uncomfortable.

When to not tell the truth...

- When you stayed out too late last night.
- When you "just don't feel like it."

What to say instead:

- Let's start by saying very clearly that we do NOT condone this kind of behavior, but we know that sometimes it happens to the best of us. Provided it's a **ONETIME** occurrence, **AND** you are not missing a meeting or have a time-sensitive project, it may be appropriate just to say "I'm sorry, I am unable to make it in today. I will be in later this week to make up my hours." This last part only applies to part time jobs. Keep in mind that there is no "making up" at a full time job, and you are still expected to get the same amount of work done, sick day or not. Unless you are prepared to cram a few extra hours of work into every day that week, reconsider calling out unless it's *truly* urgent.

What if this is not a onetime occurrence and/or you do have something important and time sensitive to work on?

- Suck it up and go to work. Like it or not, you're an adult now and that means you go to work even when you'd rather not. **Grad school is a tool to make sure you're as prepared for your future as possible; it is NOT an excuse to put off growing up a little longer.**

#### Final Thoughts:

These are general guidelines, but please remember that not all bosses are the same; what is preferred or acceptable to one supervisor in one workplace may not be so to the next. Get to know your supervisor and his or her preferences so you know the best way to communicate with him. If there is a recurring issue, like a chronic illness or a family matter, that impacts your ability to make it to work, be honest and talk to your supervisor. He or she may propose a great solution you never even thought of!

## LinkedIn: What is it, What to do with it, and Why it Matters

By Emily Zanat

In today's ever-advancing world of technology, it's important to stay up to date with the new trends, especially those that directly affect your current and future professional career. So if you don't have a LinkedIn, or have one but don't ever use it, listen up.

#### What is LinkedIn?

LinkedIn is a professional networking site similar to Facebook, allowing users to connect with other individuals in their respective industry.

#### What are the benefits of LinkedIn?

- LinkedIn allows users to upload as much information as they would like, eliminating the typical one or two-page limit on résumés. That means infinitely more space for professional and volunteer experience, publications, research, extracurricular activities and more.
- Meet someone at a networking night or career fair with whom you'd like to stay in touch? After you send the initial e-mail expressing how nice it was to meet them, it's hard to continue to follow up. A great way to stay on their radar is to connect with them on LinkedIn. Every time you update your profile, connect with someone new, or share an update you'll pop up on their homepage.
- Recently-added new sections, such as courses, tests, projects, and honors and awards, are student-friendly and allow young professionals to shine.
- LinkedIn Today is a feature that delivers news directly to your LinkedIn homepage. There's no longer a need to search the internet for the most recent news in your respective industry; oftentimes it shows up on your homepage. The more individuals in your industry with whom you connect, the greater the chance pertinent news articles and blogs will be shared by connections with you.
- Career Explorer is a great group in which all new users are enrolled. It offers a forum for members to post articles, blogs, and comments on everything from interviewing pitfalls to job hunting tips to advice on how to maximize your LinkedIn profile.

So what are you waiting for? Go out and connect!

**Did you attend any of these great Career Services and Career Services Ambassador events this semester? If you didn't, make sure to be on the lookout next semester!**

-New Student Orientation Informational Sessions- Lunch and Learn: Resumes- Lunch and Learn: Career Fair Prep- -Public Health Opportunities Career Fair- -Networking Night: Improv with Dad's Garage- -Suit Shopping Trip to Ann Taylor- -International Student Development Series (Sessions 1-5)- -Lunch and Learn: Consulting and Networking- -Consulting Career Information Panel with Young Alumni- -Etiquette Dinner- -Networking Night: Consulting- -GA Department of Public Health Information Session- -Mock Interview and Networking Night-

# From Campus to Cubicle: How to Start Building a Professional Wardrobe

By Abby Animashaun, Guest Columnist

Professional clothing shopping is difficult for even seasoned stylist. But, with the guidelines and suggestions below, it doesn't have to be. A wardrobe based on proper fit, quality-materials and your personality can make the best impressions in and out of the workplace.

## *Before Clothing Shopping:*

- **Know your body shape, personal style preferences and (if possible) the corporate culture of the company:** Contrary to popular myth, size and shape are not the same: all people wear clothing differently. In order to minimize stress while shopping, assess the company's work culture, what looks good (more importantly, what *doesn't* look good on you) and your own personal preferences before shopping. Are you 5'1" and short-waisted? Do you like vintage accessories? Does the CEO wear jeans to work? Answers to these questions will help choose clothing that best reflects and fits you.
- **Undergarments matter:** Proper-fitting undergarments – especially bras and shapewear for women – are essential for good fit and comfort. Many retail stores such as Intimissimi, Victoria's Secret, Nordstrom's and Macy's can help you do an undergarment assessment before clothing shopping.
- **Go shopping in your closet FIRST:** Chances are, you already have great pieces – or at least pieces with potential. Bring items of clothing that you have questions about with you as you go clothing shopping: sales associates are often willing to help build an outfit around things you already own.

## *While Clothing Shopping:*

- **Do your (store) homework:** Not all stores specialize in career-wear, especially for young professionals. More importantly, not all career-clothing stores are equal: some stores specialize in suiting and tailor-able items, while others focus more on quality separate for business casual wear. Online window-shopping *before* going to the store helps to get a sense of which chain-stores specialize in different aspects of career wear.
- **Mix high-end classics with everyday basics:** Because stores vary in price, selection and quality, know where you want to spend the bulk of your money. As a rule of thumb, invest more in a suit rather than the everyday basics. Generally, good quality suits are twice as expensive as wardrobe-building pieces, but they're worth the investment: a quality suit can last for several years, depending on the material, cut and care.
- **Look beyond the mall** Although chain retail stores are readily accessible, they often can run out of needed stock quickly. Retail chain outlet stores, thrift stores, vintage shops and online boutiques provide alternative clothing sources that are exciting and affordable.
- **Avoid the S-word: Spandex:** In recent years, clothing content has significantly changed, especially in women's clothing.

As a result, professional clothing can resemble things worn for evenings out. (Avoid tight-fitting clothing in the workplace!) Although pieces with higher natural fiber content can be more expensive and require more care, they also have better fit and longevity.

- **Start conservatively:** Generally, most work environments are conservative, especially when it comes to opinions on women's work clothing. When beginning a new job, stick to the classics: boot-cut, wide-leg and straight leg pants and knee-length skirts and dresses made of opaque fabrics are commonly accepted as appropriate professional wear for women. For men's clothing, wool jackets, well-fitted shirts and straight-leg pants are safe staples to have.

## *After Clothing Shopping:*

- **Have fun with your clothing and add unconventional pieces for flair:** Clothing is dynamic, and a reflection of you. Adding color, sheen, multiple patterns and over-sized accessories to well-fitting classics are OK – in moderation.
- **Don't be afraid to add – or remove – work pieces that no longer fit your body or personality:** As every individual progresses in their career, it's equally important to carry pieces that reflect who you are now. Thrift-store shopping and clothing swaps with friends can help to get rid of

## BEST OF THE WEB:

### HARVARD BUSINESS SCHOOL ELEVATOR PITCH BUILDER

[HTTP://WWW.ALUMNI.HBS.EDU/CAREERS/PITCH/](http://www.alumni.hbs.edu/careers/pitch/)

I know we hear about perfecting our “elevator pitch” or “elevator speech” a lot from career services, but for even the most outgoing of us, the whole idea seems daunting. Summing up your qualifications and career aspirations in 30 seconds? Being perfectly prepared for on the spot networking just in case that guy standing next to you is a useful connection? The whole idea is a bit overwhelming. So when I stumbled upon this fun little gadget, I thought it was so great I just had to share it!

The HBS Elevator Pitch Builder is a free online tool that helps you generate the perfect elevator speech step by step. There are four categories: Who you are, What you do, Why you are unique, and Your immediate goals. You write brief discussion points for each; it even gives you a list of suggested words to use in your pitch! And these are not just your standard suggestions, like, “I created the *first...*” and “I show strong *leadership.*” Oh no, these are the kinds of words you go to a thesaurus for, like “inceptive” and “authoritative.” But please be aware, if those words make you nervous, it's much better to stick with words you're comfortable with; people will notice your unfamiliarity and might hold it against you. With one click, the builder puts all your sections together for you with helpful facts- telling you how many words you repeated (try to avoid that), how long it should take you to say it (HINT: if it takes you a lot less time than it says, you're talking too fast), and the length of an average elevator pitch (aim for near the average). And if you get confused, there are helpful tips for each section!

So there you have it. Yes, the elevator pitch is scary, but the good news is, you're not alone; the kind people at Harvard Business School thought it was scary enough to create something to make the process a little easier for you. So before you dare get in an elevator or tackle the next big networking event, make sure you check this site out and get your pitch ready!

# Alumni Career Spotlight:

## Pharmaceutical Industry:

### *Clinical Trials Site Management*

*Amy Beasley, MPH Epidemiology*

Many of you probably decided to pursue a public health degree because you wanted to work for a non-profit organization, the Centers for Disease Control and Prevention, or state or local health departments, possibly because you thought that's just what you do with an MPH. And while that is a great career path, did you know that there are actually plenty of jobs for you in the private sector, and not just in consulting and hospital administration? Amy Beasley, class of 1996, works in the pharmaceutical industry, a great industry option that many MPH'ers don't realize is open to them. While Amy was in Epidemiology, the skills gained from study design and coordination with a concentration in any department can be marketed towards a career in the pharmaceutical world. Find out about Amy's career path below!

**Name:** Amy Pullen Beasley

**Graduation Year and Department:**  
1996 Epidemiology

**Current Position:** Sr. Manager,  
Clinical Site Management Oversight at  
Amgen Inc.

### **An Average Workday:**

My typical workday is spent in my home office. The majority of my time is spent on teleconferences with my staff to help them resolve issues at our research sites, and responding to questions from our Clinical Research Associates. I also meet with colleagues from across my company to work on process improvement initiatives. When not in meetings, I analyze data relating to productivity and quality of performance of our outsourced staff to ensure they meet the performance targets we've set for them. Since I work at home most of the time, I do travel about 20% of the time to our corporate headquarters in California. The nice thing about my job is that every day presents unique challenges and opportunities.

### **Skills learned while getting your MPH that you use most today:**

Although I'm in more of a management position now, some of the skills I learned that I still use today are the knowledge to abstract-data from medical records to use for data analysis, and a basic knowledge of clinical trial methodology.

### **First job after graduation:**

My first job after graduation was working as a Research Coordinator for the Hospital Epidemiologist at Emory University Hospital. In that role, I was able to perform data collection for case control studies related to Methicillin Resistant S. Aurus (MRSA) and Vancomycin Resistant Enterococci (VRE). I abstracted data from patient medical records, completed data collection forms, entered the data into a database, and analyzed the data using SAS. I was able to directly apply the skills learned in my hospital/healthcare epidemiology and SAS programming courses while in this position.

*There'll be one or two detailed alumni career spotlights in each future edition of the newsletter, but for those of you who just can't wait to find out more, here's a quick list of some of the less traditional jobs some alumni are currently doing:*

- **FBI agent working on bioterrorism preparedness**
- **Senior Program Officer at Robert Wood Johnson Foundation**
- **Independent contract writer, Health Communications**
- **Coordinator of Programa de Vida, Diocese Of Niassa**
- **Analytic Consultant at Thomson Reuters**
- **Regional Project Coordinator, United Nations Development Programme**

### **Things you wish you knew (or did) during your time at Rollins:**

I wish I would have taken a more varied curriculum during my time at Rollins. I was very interested in infectious diseases at that time and didn't really have much interest in chronic disease, but now the majority of my work revolves around oncology and chronic diseases rather than infectious diseases.

# Additional Resources

While normally this will only be four pages, we were so excited about our first edition that we just couldn't leave you without sharing all these fantastic resources! Our fashion columnist is sharing a few of her favorite places for work-place inspiration, and we're also adding some amazing online tools to help you keep perfecting your professionalism.

## From Our Fashion Columnist:

### Recommended Stores, Blogs and Websites:

- For fashion basics, check out What Not To Wear's [video playlist](#); minute-long video clips on shapewear and suiting for women are great for fashion beginners. Also, check out College Fashion's [take](#) on professional wear for college students and recent graduates.
- For more tailored professional wear for women, Ann Taylor's "[Career Chic](#)" section and [blog](#), Work Chic's [blog](#) and Marie Claire's [corporate fashion](#) suggestions. (Petites and full-figured women: check out Moi –Même's professional wear [style guide by body type](#)). Stores such as New York and Company, Ann Taylor, The Limited and Ann Taylor Loft also have great professional basics.
- For more creative takes on professional wear for women, pay attention to Jeannie Mai of MyStyle's "[How Do I Look?](#)" personal wardrobe on her [fashion blog](#), [Cubicle Chic](#) and Anthropologie's fashion inspiration sections (featuring new designer [Leifsdotter](#) and seasonally-rotated "[Those We Fancy](#)") also give great runway-inspired suggestions for your everyday work wardrobe.
- For men, check out GQ's "[Office Style Guide](#)", Urban Gentlemen's [suiting guide](#) and Esquire's men's fashion blog posts on [suit shopping](#) and [career shirt and tie combos](#) before hitting the stores. Brooks Brothers' [Timeless Classics section](#), Joseph A. Bank's [Clearance Center](#) and Express Men's [work wardrobe section](#) have great resources to begin building your professional wardrobe. For a more unique take on professional clothing, check out [Dapper Lou](#), the [Dandy Project](#), and Esquire's blog posts on "[power dressing](#)" and [2012 Fashion Week finds](#)

## Professional Development:

### ● [The Vault](#)

The Vault is a comprehensive source for all kinds of information, including career path advice, employer rankings, and detailed descriptions of professions and industries, including the pros and cons of work in those career paths. A lot of information is public, but some, like salary information, is by subscription only. Lucky for you, Rollins School of Public Health **Career Services has an account so all students have free access to this great information!** Just log in through the link on the Career Services "Tools for the Job Search" page. In addition to the endless facts and figures, there are also plenty of feature articles with more general advice, like how to turn your seasonal position into a full time job, changing careers, and common mistakes to avoid on an interview. As we start our career search we hear all sorts of position titles, but do you ever wonder what that job entails on a normal day? One of The Vault's greatest features is its "Day in the Life" series, where over 100 professionals walk you through a typical work day. There's even a Q&A section with top professionals from multiple industries. This site has a seemingly endless supply of information, so be sure to check it out for all your career questions!

### ● [The Daily Muse](#)

The Daily Muse is a website geared towards helping young professional women navigate the workplace and manage the ever elusive work-life balance. Unlike the numbers-heavy Vault, The Daily Muse focuses on the "softer" side of career building, like how to deal with difficult co-workers, what to do when you make a mistake at work, and networking for the introverted. Along with career building and job search advice, including sections on entrepreneurship and higher education, it also tackles issues faced outside the workplace, like living in another country and financial planning. And don't worry, although it's geared towards today's working woman, almost all the advice is applicable to both genders!