



How to land a job in Public Health

CAREER DEVELOPMENT WEEK



Drop In hours:

Wednesday 1-3PM

- Meeting ID: 973 3984 9974
- Password: phcareer

Email: Tbehr@usc.edu

Make an Appt. with me via setmore

**CAREER ADVISOR &
ADMINISTRATOR**



To be covered...

1

Job Hunt

Where can you start looking for jobs in public health?

2

Resume Writing 101

What is the purpose of your resume?

3

Interview Best Practices

How can I strengthen my interview skills?



Lessons to be covered

4

Salary Negotiation

So you got the job,
what's next?





**Where do you start
your job hunt?**



Start your search today!



1. PH Connections
2. Indeed
3. USC Career Center
4. LinkedIn
5. Idealist.org
6. Public Health Institute
7. Public Health Departments
8. Networking





The Resume

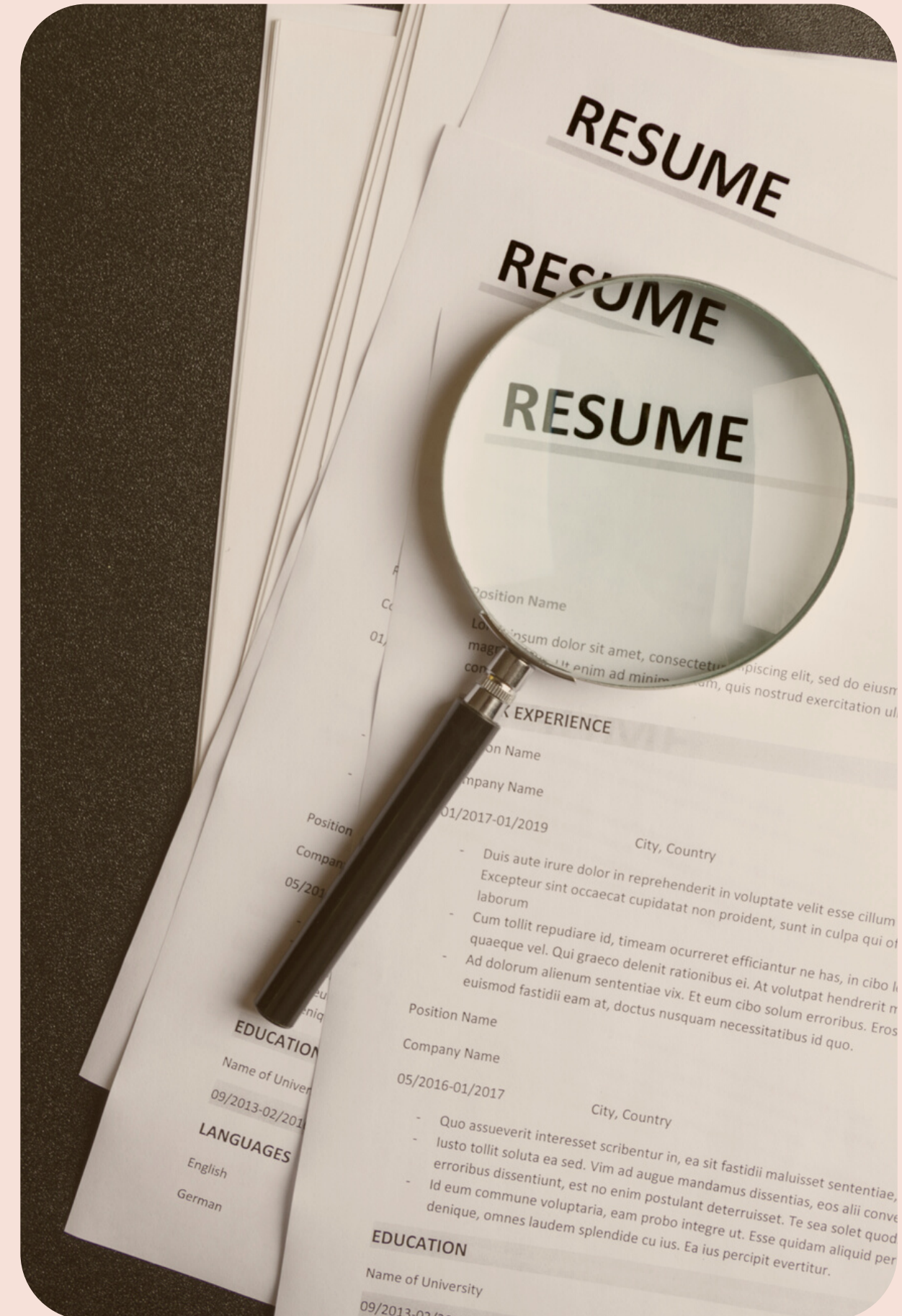
What is the purpose of your resume?

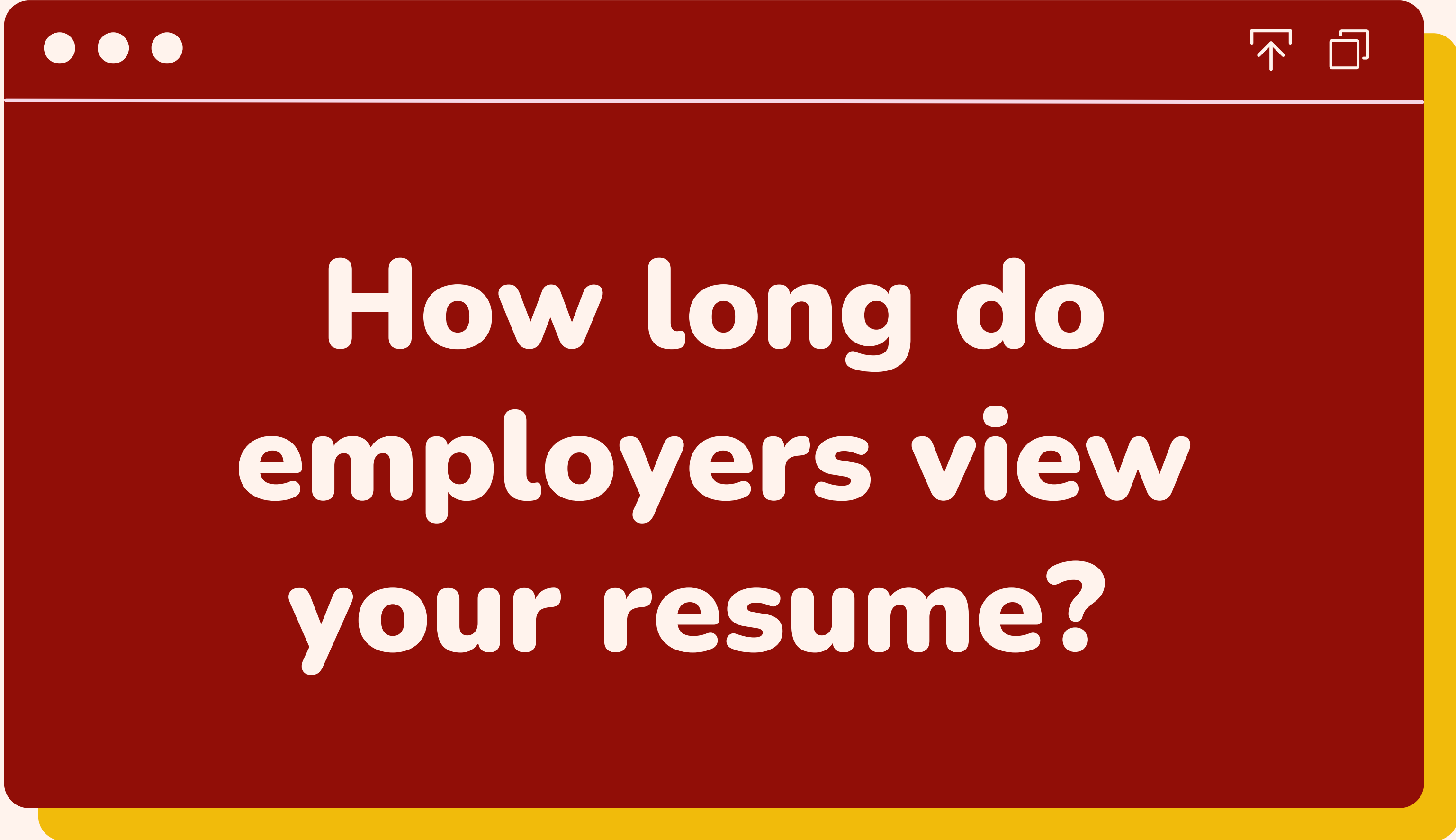


The Resume

What is the purpose of your resume?

- Your response to the job description
- A snapshot of you
- Your marketing tool
- Your tool to get your foot in the door





**How long do
employers view
your resume?**



Requirements for your resume





Requirements for your resume



Clear & Concise

- Follow a professional template
- Black and white
- One page
- Size 11 or 12 and Times New Roman Font
- Leave off pictures of yourself



Up to date

Make sure your contact information is up to date with current phone number and appropriate email address.



Error free

- No grammatical errors
- No spelling errors





**What are the
elements of a
resume?**

Contact Information

- Top of the page
- First and last name
- Professional email address
- Current phone number
- Address?
- Linked-In profile?



Education

- Follows your contact information
- Reverse chronological order
- Expected Commencement date?
- GPA-Yes! if it benefits you

Chris McCarthy
Los Angeles, CA 90089 | chrisdmc@usc.edu | (213) 555-5555
linkedin.com/Profile/Chris.McCarthy

EDUCATION

University of Southern California, Los Angeles, CA May 20XX
Keck School of Medicine
Master of Public Health

Boston University, Boston, MA May 20XX
Bachelor of Arts, Sociology
Dean's List, all semesters
Alpha Lambda Delta Honor Society, National Collegiate Honor Society



Experience

- List most recent experience first
- Include paid and unpaid work (ie. practicum, internships, and volunteer work)
- Include: Job title, dates of experience, company name, location

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PROFESSIONAL EXPERIENCE

USC University Hospital, Los Angeles, CA
Project Coordinator

June 20XX-Present

- Evaluate compliance with HIPAA regulations; forecast future needs to maintain regulatory compliance
- Gather and analyze performance data to support restructuring of peri-operative services at hospital
- Participate in daily administration meetings regarding all facets of the hospital including: accreditation, budgeting and physician - administration relations
- Contribute statistical and research backstopping for federally-funded grant project

Public Policy Research Firm, Los Angeles, CA
Research Intern

January-April 20XX

- Managed and contributed to project design; produced client presentations
- Developed substantive knowledge of Medicare fee-for-service and bundled payments

Americorps Vista Program, Los Angeles, CA
Community Coordinator

September - December 20XX

- Planned, marketed and oversaw a summer camp for 250 local underrepresented children
- Created and distributed materials for community meetings

Pan American Health Organization(WHO/PAHO), Washington, D.C.
African Continent Diseases Intern

May-August 20XX



Experience

- Use bullet points
- Quality over quantity when it comes to amount of bullet points needed
- Use action verbs, ie. SAR Method

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Experience

Situation

What was the nature of your goal or problem?

Action

Describe the action taken.
What did you do?
Include strong action verbs.

Result

What resulted because of your task?
What was the impact of your actions?

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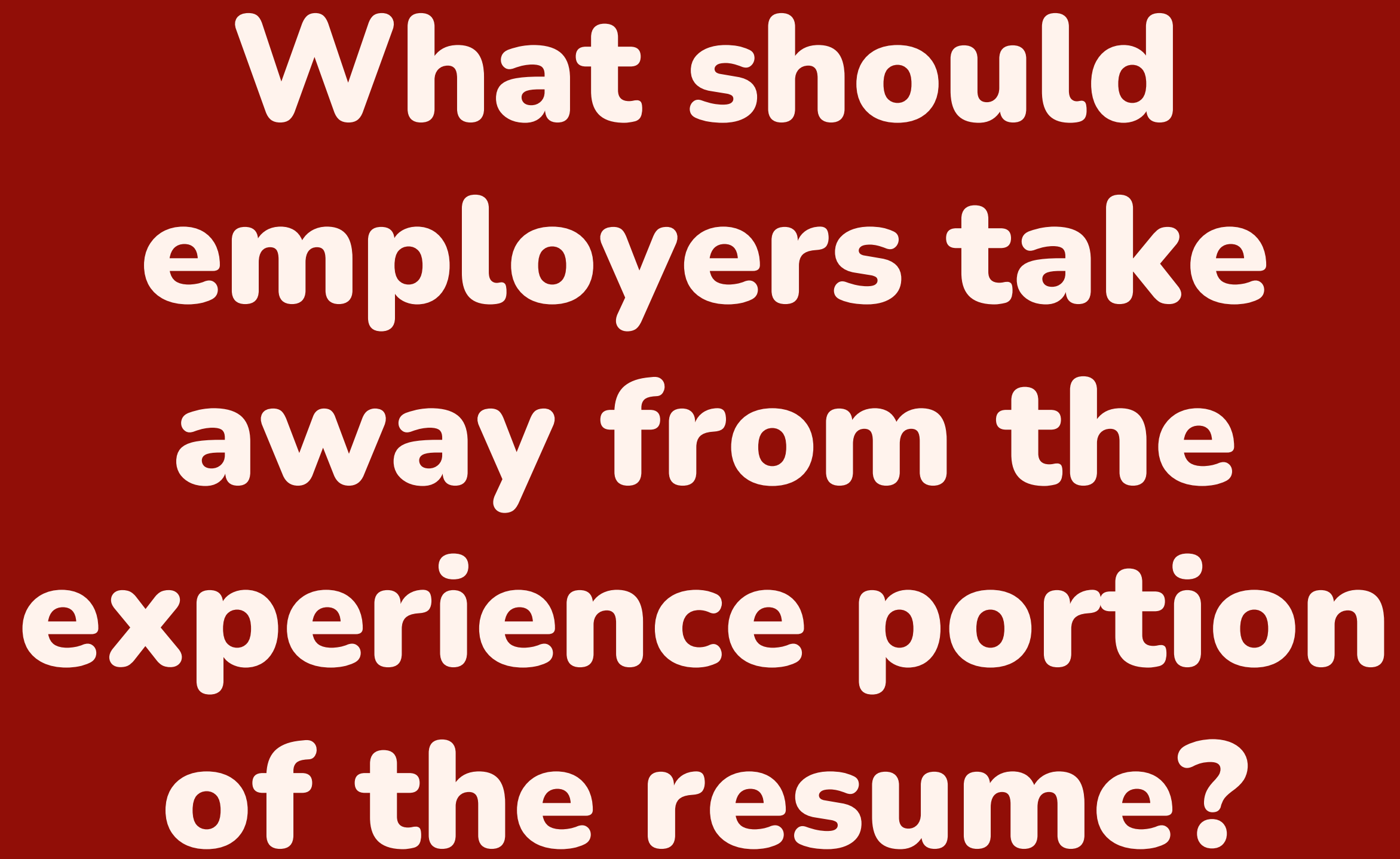
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**What should
employers take
away from the
experience portion
of the resume?**

- **Leadership skills**
- **Analytical Skills**
- **Your work ethic**
- **How you work in a team**
- **Technical skills**





Other Sections

- Skills
- Awards & Honors
- Academic projects/
Publications
- Leadership/Activities
- Certifications

Pan American Health Organization(WHO/PAHO), Washington, D.C. May-August 20XX
African Continent Diseases Intern

- Conducted extensive data mining and research on Sub-Saharan diseases in Africa
- Engaged in policy document review for recommendations on how to eradicate a variety of diseases

Healthcare Solutions, Los Angeles, CA May-August 20XX
Summer Associate

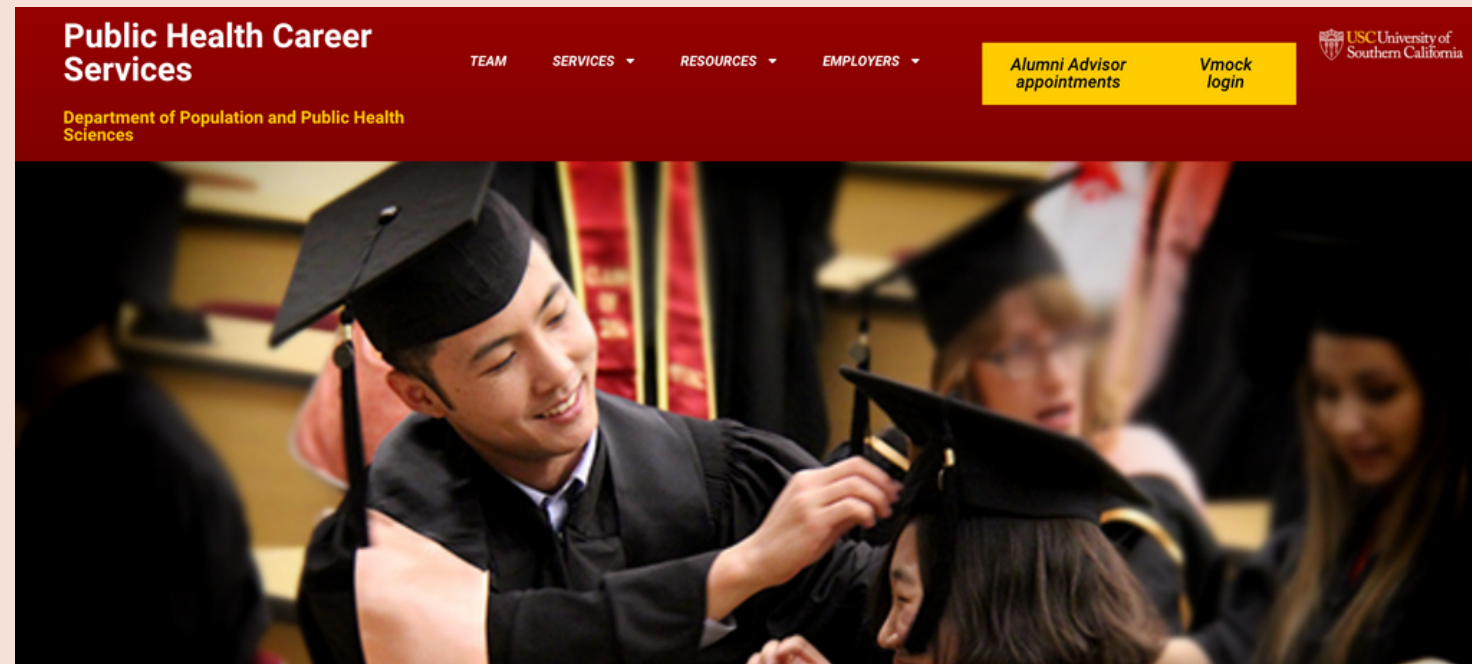
- Analyzed and reviewed patient medical records; developed analytics that laid the foundation for program designs and strategies for two major clients
- Identified opportunities for operational streamlining positively affecting revenue of client organizations
- Assisted in data warehouse and web portal management

PROFESSIONAL ASSOCIATIONS
American Public Health Association (APHA), Member

SKILLS
Computer: Microsoft Office, database management systems and statistical programs
Language: Conversational Spanish



Take another look!



Schedule an appointment with me

Schedule an appointment with me M-F
<https://bit.ly/TaylerBehrAppt>

Drop-In Hours W 1-3 PM
Meeting ID: 973 3984 9974
Password: phcareer



Utilize vmock

- 10 free uploads for USC students
- 24/7 virtual access to resume review
- AI-powered smart resume feedback

Interview Best Practice



✓ **Research the organization prior to the interview.**

✓ **When and where is the interview?**

✓ **Bring copies of your resume.**

✓ **Get plenty of rest the night before.**

✓ **Dress appropriately.**

✓ **Practice common interview questions.**

✓ **Prepare your elevator pitch.**

✓ **Be there early! Being on time is late.**



Interview Dont's

1. Don't ask about salary
2. Don't ask about time-off
3. Don't leave the interview without asking any questions
4. Don't dress casually; Dress to impress





When Answering Interview Questions

1. Answer in your first sentence and include your skill.
2. Experiential Example
 - a. Problem
 - b. 2-3 ways you solved the problem
 - c. Outcome
3. How you can use that skill in this job





Common Interview Questions

1. Tell me about yourself.
2. What are your weaknesses?
3. Why are you interested in this company?
4. What do you know about the company?
5. Why should we hire you?





Questions for you to ask the employer

1. What does success look like for the first three months and how will that be measured?
2. What do you love most about the company?
3. What is the work place culture at this company?
4. Are there any hesitations you have about my resume or experience that I can address right now?
5. What is your day-to-day like on the job?
6. What have past employees done to succeed in this job?



Send a Thank You Note!



WHY



WHEN



HOW



KEY



Send a Thank You Note!



WHY: Reiterate key points from your interview and why you are the best fit for the job/internship.

HOW: Via Email

Keep it short and sweet.

3-4 sentences.

Be enthusiastic!

WHEN: Send 24-48 hours after interview.

KEY: Proofread your note.



**You've gotten the
job! What's next?**



Salary Negotiation is expected!



What to do?

Research points?





Salary Negotiation is expected!

What to do?

- Don't be afraid to negotiate.
- Research

Research points:

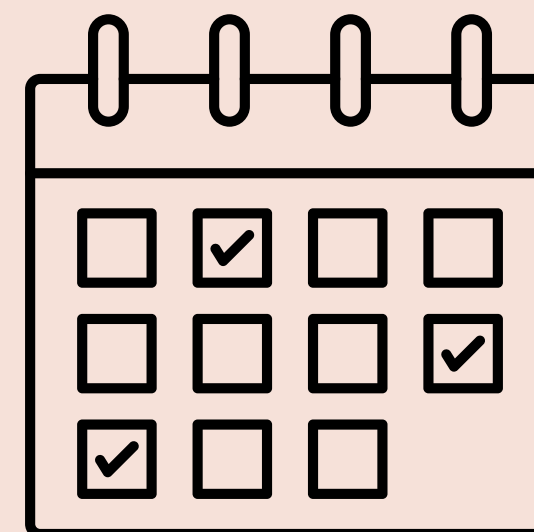
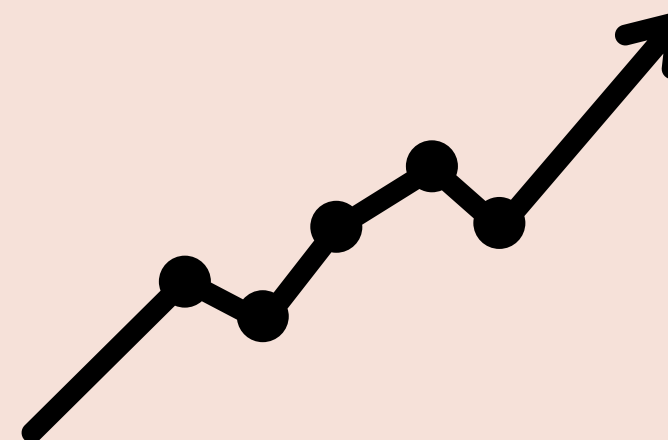
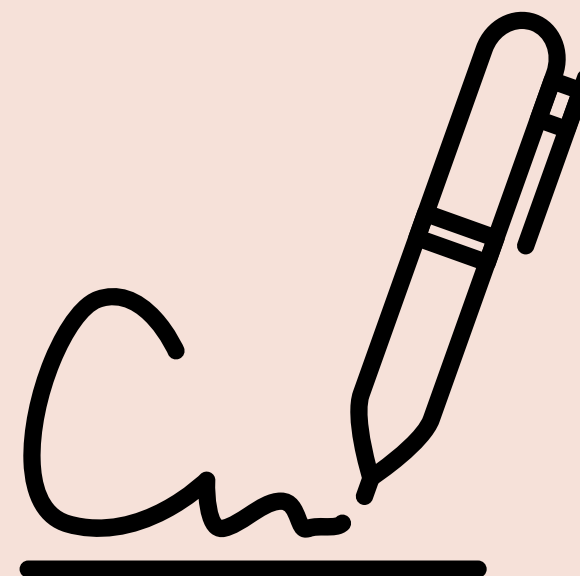
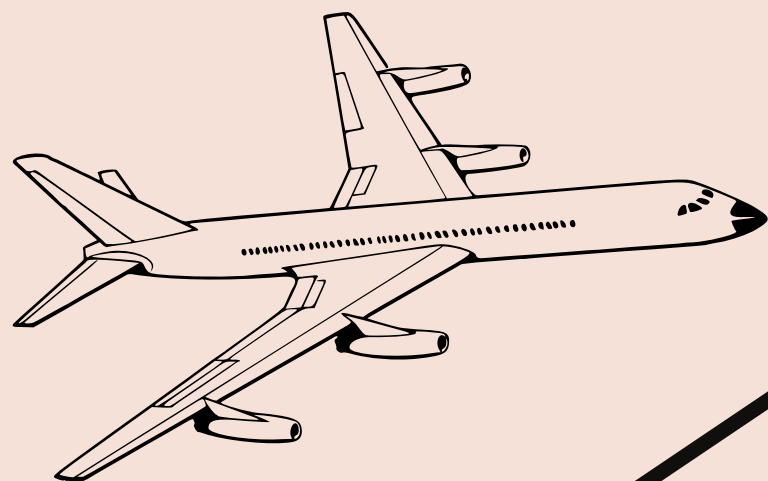
1. Salary Ranges
2. Regional Averages
3. Cost of living

What is the value of your skills and past experiences?

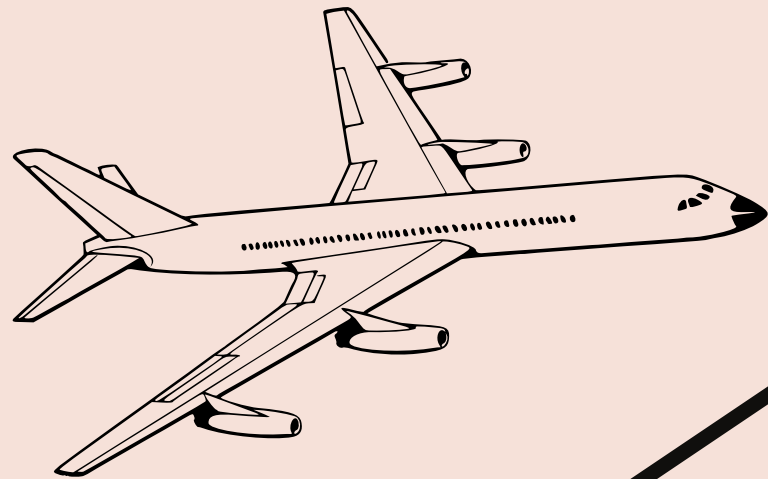




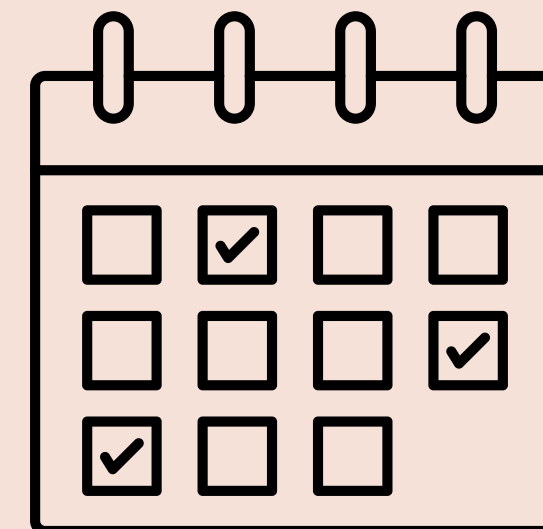
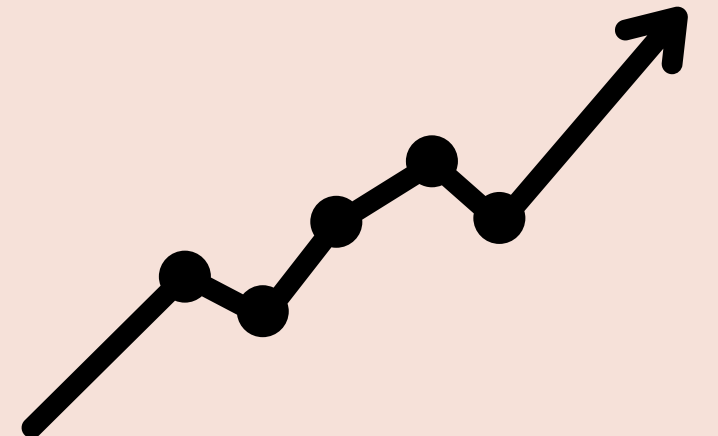
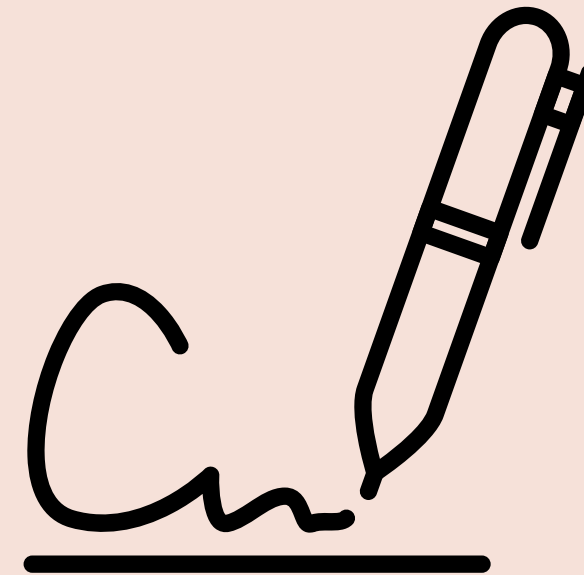
What can be negotiated?



What can be negotiated?



1. Salary
2. Sign-on bonus
3. PTO
4. Relocation pay
5. Hybrid/WFH
6. Tuition assistance
7. Stock options
8. Start date





What is your why?





What is your why?

1. Do you have other offers elsewhere? Are they more competitive?
2. Do you have to relocate?
3. Do you have the experience to commensurate?
4. You've done your research!





Negotiation Do and Don'ts

- Take notes during negotiations
 - Share terms of competing offers
 - Don't negotiate before an offer
 - Don't be rude or aggressive with the employer
 - Don't be unprepared
- 
- 



Negotiation Cont.

Do you need more help with salary negotiations?

April 13th, 2022 - 1PM

McKibben Hall - Room 429

PM503 Live Lecture with Dr. Rita Burke



