COACHING, COUNSELLING AND VOCATIONAL GUIDANCE
Group Meeting 8 – Monday 14 December 2020

Ekaterini (Katerina) Anagnostopoulos
Career guidance and development adviser – Trainer
Registered Psychologist, Psychotherapist

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 754345. The content of this document reflects only the author's view and the Research Executive Agency (REA) is not responsible for any use that may be made of the information it contains

Sessions

Session A: 15:00 – 16.30

❑ **Advancing in post-doc career building & planning**

✓ Review of career building strategy

✓ Stages of change and development

✓ Exploring/searching post-doc career pathways and opportunities (Academic, Non-Academic, Cross-searching)

Session B: 16.50 – 18.00

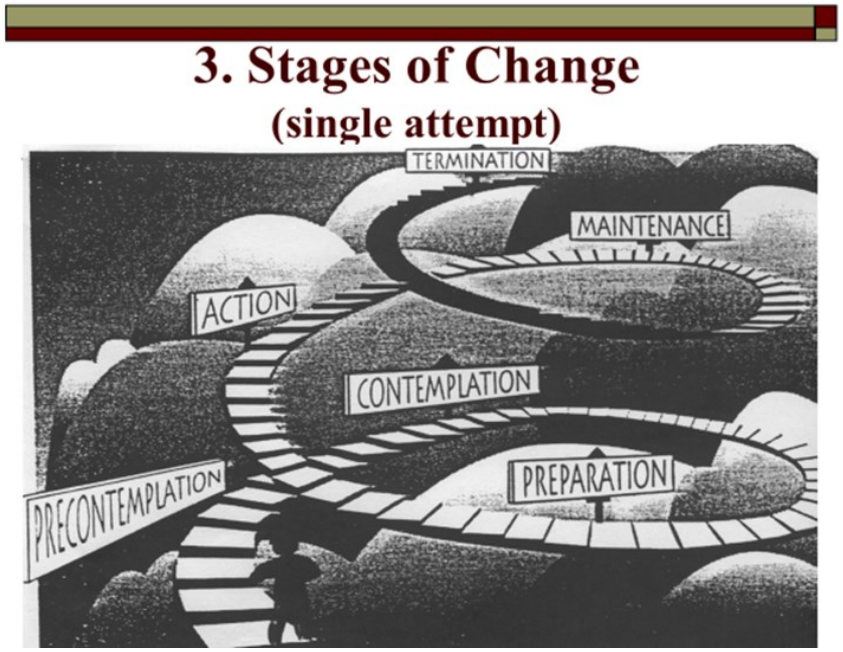
❑ **Effective cover-letter writing**

✓ Writing tailored enquiry and cover/motivation letters

✓ Practical exercise

✓ **Miscellanea**

Stages of change. In which stage do you perceive yourself to be with respect to your doctoral studies and your career advancement?



- Precontemplation
- Contemplation
- Preparation for action
- Action
- Maintenance Completion
- Starting a new cycle…

A recursive process

Career Planning
across the doctoral studies path

Career planning

- **Personal Agenda, road map and deadlines**

Image ID100259563 by concession of Stewart Miles
www.freedigitalphotos.net

Career Planning across the doctoral studies path

First year

- Exploring and identifying career path options
- Job search and analysis; mapping sectors
- Reviewing c.v.; Linkedin, Researchgate
- Developing skills and knowledge to target the career paths
- Exploring and enhancing own network

Career Planning across the doctoral studies path

Second year

- Keep building and enhancing owns skillset
- Practice and seek opportunities
- Presentation and interview skills
- Promotion strategies
- Consolidating and expanding a professional network
- Treasuring experiences and opportunities
- Identification of career path options

Session A – Career Planning across the doctoral studies path

Third year

- Value networks for identifying more specific opportunities
- Active searching and finding job/post-doctoral opportunities
- Deploy the job search tools and abilities
- Skills and professional attractiveness to match the opportunities and path identified
- Work on interview and negotiating skills

Professional Development Timeline

Final year of Doctoral studies

- Use professional and personal network(s) yo identify and develop potential opportunities
- Develop/consolidate job search & find ability
- Practice and exercise deliberately on a regular basis
- Work on interviewing and negotiation skills

What about the aims of the first two years? Let's make a brier review.

Adapted from: National Postdoctoral Association, The NPA's Core Postdoctoral Competencies

One Year from the end of the current position

Research development

Research project(s) focus, funding, preparing publication outlines, seek opportunities to share your research, etc.

Professional development

Reading job advertisements making note of skills required and compare with your skills set.

Transferable skills

Career path exploration and selection/networking

Both in transitions from doctoral to post-doc or other career path and from post-doc to further career paths.

Resources from previous Group Meetings 1

- Self assessment and skills identification (GM 2) – Update or change the periods indicated (e.g. after…[date] since… [date]
- Research related tasks and activities: skills and resources (GM2)
- Non-research related tasks and activities: skills and resources (GM2)
- Position/Job advertisement analysis
- AKI Competences monitoring during the mobility experience
- Links to online resources.

Resources from previous Group Meetings 2

- Cultivate optimistic, peaceful, calm, soul centeredness
- Calm your mind, settle emotions, modulate attention, clarify awareness
- Wise purposefulness

- Thoughts
- Moods
- Actions

Post-doc opportunities

Countries (European, EU, Third Countries, i.e. Non EU)

- Today we will focus on some countries where usually a broad variety of opportunities are offered.
- It does not mean that that other countries should not be taken into consideration.
- We will start from some Countries to identify the criteria which can help you to assess if a possible path is feasible, consistent with career goals/consistent with research goals/consistent with private and social lfe goals.

Post-doc opportunities

University of Tubingen

Centers, Institutes and Interdisciplinary Research Institutions
Collaboration with non-university Research Institutions
https://uni-tuebingen.de/en/research/centers-and-institutes/

Lists of and links to a variety of Institutions with which a given University is collaborating

Post-doc opportunities

France

https://www.campusfrance.org/en/post-doctorate-France

U.K.

https://www.jobs.ac.uk/categories/postdoc-jobs
https://www.imperial.ac.uk/jobs/search/
https://www.birmingham.ac.uk/research/activity/chemistry/chemistry-fellowships-pdra.aspx

Academic c.v. writing – Chronological - Academic

Sections

- Research interests and career aspirations
- Education
- Research experience
- Scientific techniques and methods (concerning Lab research)
- Project research skills (e.g. experimental protocols, presentation, reporting, teaching, language, computing, etc.)
- Training – Publications – Membership - Scholarships/Awards
- References

Adapted from: Blackford, 2013

Academic c.v. writing*
Targeted – technical research post

Sections

- Research interests and career aspirations
- Scientific techniques and methods
- Research and/or employment history
- Education
- Publications & Presentations
- Training, membership and interests
- Other skills (e.g. language, computing, other)
- References

Adapted from: Blackford, 2013

Exploring and mapping

Ludwig-Maximilians-Universität München
University of Munich

Partner Research Institutes:
https://www.en.uni-muenchen.de/about_lmu/research/affilia_institutions/index.html

among which, the Max Planck Gesellschaft
https://www.mpg.de/jobboard

Online resources and postdoctoral recruitment web sites

Linkedin

www.scholarshipdb.net

https://www.eurosciencejobs.com

https://academicpositions.com

https://www.timeshighereducation.com/unijobs/

CV and Resumé

Interchangeable

Resumé: more used in Canada, USA and some European Countries – usually a 2-3 page document. CV is a more comprehensive account of one's career history.

CV: UK and other countries. A two-three page document. Extra pages as appendix to include additional information (e.g. list of publications).

CV and Resumé

A Resumé or CV should be accompanied by a one-page cover letter.

It is a formal introduction aiming at

- Creating interest
- Encouraging to read your CV

Cover letter, covering letter, motivation letter

- Cover letter (US English)
- Covering letter (UK English)
- Motivational letter

Cover letter

- Responding to a job advertisement;
- Applying for fellowship, funding, membership
- Making enquiries
- Attending career fair

Sections of a cover letter

1. General introduction
2. What you are doing currently, motivation for applying (providing evidence to demonstrate suitability for the role)
3. How your experience, knowledge and skills will contribute to the organisation/project/ (demonstrate your knowledge about their sector ofactivity/research, and that you can provide added value)
4. Ending conveying a positive and hopeful note.

Motivation letter

Motivation letter: if specifically mentioned as motivation letter, your cover letter needs to be focused on your motivation for that specific position or Organisation/Institution, also demonstrating the consistency between the requirements and your skills, knowledge, experience, etc.

Introducing yourself and your CV

An academic CV may be reviewed each time to serve a variety of career research, non-research, industry, cultural roles, according to specific interests and opportunities.

Speculative enquiries

- When it can be useful and appropriate?
- How?
- To whom?

Cover letter, covering letter, motivation letter

CVs and Cover Letters – (U.S.) template from Harvard University
https://hwpi.harvard.edu/files/ocs/files/gsas-cvs-and-cover-letters.pdf

Resources from previous meetings

For EU funding purposes and when requested and/or appropriate adapt your CV to the EUROPASS format (for Italian National Competitions).

Cover(ing) letter: Style and typeface 1

Use same style and typeface as your CV

- One page (4 paragraphs)
- While ensuring consistency with your CV, avoid repeating the content *
- Write from the “Employer’s” point of view
- (avoiding starting sentences with “I”…)

(Adapted from: Eggart, 2007)

Cover(ing) letter: Style and typeface

Preferable to avoid tentative language like:

I feel, I think, I might, Perhaps, Just ONly It may.

Have the needs of the Employer/Institution in mind

Cover(ing) letter: Style and typeface

Main tasks/responsibilies:

- To organize
- To plan
- To execute

Resembles more a job description.

Some experts suggest using the past

- Executed
- Planned
- Organized

Etc

It conveys a sense that you actually have performed and accomplished specific tasks and goals.

(Eggart, 2007)

Cover(ing) letter: Style and typeface 1

Use same style and typeface as your CV

- One page (4 paragraphs)
- While ensuring consistency with your CV, avoid repeating the content *
- Write from the “Employer’s” point of view
- (avoiding starting sentences with “I”…)

(Eggart, 2007)

References

Blackford, S. (2013). Career planning for Bioscientists Chicester. West Sussex: Wiley & Sons.

Eggert M. (2007) Perfect CV. All you need to get it right first time, Random House Books, London.

National Postdoctoral Association, *A Postdoc's guide to the Postdoc Timeline*, Rockville, MD.

Training material created by Ekaterini Anagnostopoulos, protected under Creative Commons Attribution – Non Commercial – Share Alike 4.0 International license. Adapted and used in the INVITE Project Coaching, Counselling and Vocational Guidance activities

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 754345. The content of this document reflects only the author's view and the Research Executive Agency (REA) is not responsible for any use that may be made of the information it contains

Arrivederci!

Thank you for your participation and contribution

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 754345. The content of this document reflects only the author's view and the Research Executive Agency (REA) is not responsible for any use that may be made of the information it contains