



Thursday 1/10 | 1:30-3pm | 1-190 | [The Academic Job Search for PhDs and Postdocs](#)

Wondering how to mount a successful job search in this highly competitive academic job market? This workshop will discuss important elements of preparing a strong application package which includes a CV, Cover Letter, Research Statement, Teaching Statement, and Diversity Statement. This presentation is targeted towards all PhD students and Postdocs who may prepare for the faculty search now and in the future. In addition, actual academic hiring committee interview questions from 20 US and 11 international universities will be provided. This workshop provides information specifically for PhDs and postdocs but all MIT undergraduates, graduate students, and alumni are welcome to attend.

Friday 1/11 | 1-2pm | 32-144 | [Career Values 101](#)

Searching for a job or internship? Looking around for some research opportunities? Maybe you're still wondering about which major to choose? CAPD has you covered with a brief yet intensive Career Values Card Sort. This card sort helps put your values and beliefs into the context of your career path. Please register in advance on CareerBridge. Space is limited to 15 students (undergraduate and graduate students), postdocs, and alumni.

Tuesday 1/15 | 1:30-3pm | 1-190 | [Effective Presentation Skills](#)

Do you present your work to your lab, at conferences, or to faculty or industry hiring committees? If so, this workshop presented by Bob Dolan is designed to provide you with tips and strategies for delivering an effective presentation. The more prepared you are, the more confident you will be. Discussions will include room set-up, proper dress, room management, and actual professional delivery to your audience. Communication Skills = #1 skill employers want. All CAPD events are open to MIT undergraduates, graduate students, postdocs, and alumni.

Wednesday 1/16 | 1-2:30pm | 2-105 | [Ace the Case: Learn and Practice the Thinking Ability Sought by Top Employers](#)

Do you aspire to work in an environment requiring high-stakes decision making? Will you be interviewing for a spot in a top consulting firm, hedge fund, business school, etc.? If so, you will need to develop and demonstrate your conceptual thinking ability.

During this lively, interactive session, you will:

- Learn a simple, yet powerful, conceptual framework you can use to accomplish important goals in a wide range of complex and ambiguous situations
- Use it to analyze a Harvard Business School case about a bright, up-and-coming manager identified by her employer as needing executive coaching to smooth out "rough edges."

Paul Edelman, an MIT (SB, Physics) and Harvard (PhD, Psychology) alumnus with 35 years' experience in executive assessment, selection, and coaching will introduce the CPRI (Context, Process, Results, and Implications) framework and facilitate the case discussion and analysis.

Participants will get on-line access to the HBS case # 418-031 "Coaching Makena Lane" by Ethan Bernstein and Om Lala, which you will want to read in advance (available through email several days before the workshop).



To register: Please register on CareerBridge. Enrollment is limited to 30 participants (undergraduates, graduate students, staff). **Advance sign-up required.** **Contact:** Sue Acton, E17-294, 617-452-2833, sacton@mit.edu

Thursday 1/17 | 10:30am-12pm | 2-143 | [Challenging the Cultural Norms that Influence Our Careers Decisions](#)

Many factors such as family, friends, community, and the media influence our views, thoughts and opinions about the “best” career move for us. We are also influenced by systems of privilege and oppression, including racism, heterosexism, ableism, and sexism. Through this interactive, discussion-based IAP workshop, we aim to provide a space to identify and challenge some of these norms and forces that effect our career decisions. This is an IAP workshop put on by MIT's Career Advising and Professional Development Office with the goal of providing professional development with a diversity and inclusion lens.

Suggested Learning Objectives

- 1- Explore cultural norms and how they might lead to biases we have about certain career choices
- 2- Practice self-reflection and develop self-awareness regarding the cultural norms that influence our thoughts about careers
- 3- Identify A) approaches for challenging these biases as they relate to our career and life goals and B) strategies for staying accountable to our own self-development in relation to examining biases that effect careers.

Register on [CareerBridge](#) and fill out the [pre-workshop survey](#)! All CAPD events are open to MIT undergraduates, graduate students, postdocs, and alumni. Questions? Email Amanda at apickett@mit.edu or Tavi at tsookhoo@mit.edu.

Thursday 1/17 | 1:30-3pm | E25-111 | [What Every International Student Should Know about Finding Employment in the U.S.](#)

Dan Beaudry, author and former head of campus recruiting at Monster.com, shares expert tips and strategies for finding employment in the United States as an international student. H-1B's are won in ways you likely don't expect. What you'll discover in this program may surprise you:

- Learn how to secure H-1B sponsorship at companies that have a policy against sponsoring H-1B visas.
- Learn why 80 percent of open jobs are never advertised - and how to find them before anyone else.
- Learn why human resources is often an obstacle instead of a conduit to finding a U.S. job-and how to bypass it.
- Learn why submitting résumés online is not an effective use of your time-and how you can better invest that time.

Dan's programs at MIT have been very popular in years past. He's delivered presentations to thousands of international students at over 80 institutions, and has been quoted in The Wall Street Journal, Voice of America, The Straits Times and many other media outlets. Find more information about him and his book, [The International Student's Guide to Finding a Job in the United States](#), at www.powerties.net. All CAPD events are open to MIT undergraduates, graduate students, postdocs, and alumni.

Sponsored by the office of Career and Professional Development (CAPD), the Office of Graduate Education, the Office of the Vice President for Research and the International Students Office (ISO).



Friday 1/18 | 1:30-3pm | 1-190 | [The Art of Behavioral Interviewing](#)

While your technical skills will get you the interview, it is your behavioral attributes that will get you the job. This session will discuss preparation and strategies for a successful interview. In addition, sample behavioral interview questions will be provided along with tips on how to answer these tough questions. The top 4 of 5 attributes employers look for are behavioral. All CAPD workshops are open to MIT undergraduates, graduate students, postdocs, and alumni.

Tuesday 1/22 | 3-5pm | E25-111 | [Communicating Science to Nonscientists](#)

Back by popular demand, MIT is thrilled to welcome **Dr. Jean-luc Doumont** for his annual IAP lectures on excellence in communication.

Nonscientists often see science as impenetrable and scientists as unsociable introverts hiding in labs. In turn, researchers wonder how they could possibly explain their work in a clear yet scientifically correct way to people outside their own field. This lecture explores the challenges of communicating science to nonscientists (and, to a point, to fellow scientists as well) and proposes strategies that help overcome these challenges.

Dr. Doumont holds an engineering degree from the Louvain School of Engineering and a PhD in applied physics from Stanford. He specializes in professional speaking, writing, and graphing, and incorporates a unique engineering perspective. He is an international speaker and the author of “Trees, Maps, and Theorems: effective communication for rational minds”. All CAPD workshops are open to MIT undergraduates, graduate students, postdocs, and alumni. RSVP requested via [CareerBridge](#).

Sponsored by Career Advising & Professional Development, the Office of Graduate Education, the Office of Vice President for Research, and the Graduate Student Council

Wednesday 1/23 | 1:30-3pm | 1-190 | [CV Conversion to Resume](#)

If you are considering exploring Industry positions, you will need to have a resume that effectively positions you for this path. This workshop presented by Bob Dolan will discuss the process of converting your 4-6 page CV into a 2-page resume for industry, and creating a document that effectively targets the Hiring Manager. Can your resume survive a 15 second scan and still get into the YES pile? Discussions will surround the strategies of effective messaging and how to be "on-point" with your written communication. Actual MIT PhD/Postdoc resumes will be provided as handouts. All CAPD workshops are open to MIT undergraduates, graduate students, postdocs, and alumni.

Thursday 1/24 | 11:30am-12:30pm | 56-114 | [Networking 101](#)

Informational interviews are a relatively easy way to learn all sorts of great stuff about jobs, industries, companies, and locations that you are curious about and can't learn through coursework. In this workshop, you'll learn more about what an informational interview is, why they're important, and some strategies for conducting your own. All CAPD events are open to MIT undergraduates, graduate students, postdocs, and alumni.



Thursday 1/24 | 3-5pm | E25-111 | [Working Efficiently During Your PhD](#)

Back by popular demand, MIT is thrilled to welcome **Dr. Jean-luc Doumont** for his annual IAP lectures.

Unless you know how to squeeze more than 24 hours in a day, you are probably receptive to advice on how to achieve more in the time you have. Rather than add to the long lists of tips available in books or websites, this lecture proposes a simple but solid framework to help you decide what is worth doing (and what is not). It then discusses how to manage your time and your physical or virtual space to actually get things done.

Dr. Doumont holds an engineering degree from the Louvain School of Engineering and a PhD in applied physics from Stanford. He specializes in professional speaking, writing, and graphing, and incorporates a unique engineering perspective. He is an international speaker and the author of “Trees, Maps, and Theorems: effective communication for rational minds”. All CAPD workshops are open to MIT undergraduates, graduate students, postdocs, and alumni. RSVP requested via [CareerBridge](#).

Sponsored by Career Advising & Professional Development, the Office of Graduate Education, the Office of Vice President for Research, and the Graduate Student Council

Thursday 1/31 | 6-7pm | 56-114 | [Law Panel featuring Wolf Greenfield](#)

Have you considered going to law school? Are you interested in learning more about career paths in Intellectual Property? Curious about how a PhD can be applied in the legal field? This panel featuring guest speakers from Wolf Greenfield will help you explore career paths in IP Law. The featured company, Wolf Greenfield, specializes in helping clients protect their intellectual property and offer services ranging from patent prosecution and litigation, licensing, intellectual property audits, and trademark and copyright prosecution and litigation. Guest speakers include a current shareholder who received his PhD from MIT and a technology specialist who received her PhD from MIT and is currently attending law school. All CAPD events are open to MIT undergraduates, graduate students, postdocs, and alumni.

Friday 2/1 | 10-10:50am | 1-190 | [Launch Into Spring: Career JOLT](#)

Kick start your launch with some added energy and inspiration from CAPD. An alumni keynote speaker will share some advice on maximizing your time at MIT to maximize your career. Coffee, tea, and light refreshments will be served. Part of the full-day symposium “Launch into Spring” exclusively for first-year undergraduate students.

Friday 2/1 | 11-11:50am | 1-190 | [Launch Into Spring: Designing Your Life Primer](#)

A condensed workshop based on the Stanford course, learn how to use design principles to set a trajectory for your own career. Part of the full-day symposium “Launch into Spring” exclusively for first-year undergraduate students.

Friday 2/1 | 1-1:50pm | 1-190 | [Launch Into Spring: Resume Lab](#)

Revisit your resume and add in your new experiences from your Fall semester in this Lab. Learn about ways to update your resume (including a demonstration of VMock), and receive on-site advice for your specific resume questions. Remember to bring your laptop to this interactive workshop. Part of the full-day symposium “Launch into Spring” exclusively for first-year undergraduate students.



Friday 2/1 | 2-2:50pm | 1-190 | [Launch Into Spring: Connections Lab](#)

Meet a CEO... or someone with a patent... or someone doing amazing things in the world! Learn how to tap into the many people from MIT through this workshop. Bring your laptop with you so you can find amazing mentors, guides, and friends using LinkedIn and Advisors Hub. Part of the full-day symposium "Launch into Spring" exclusively for first-year undergraduate students.

Friday 2/1 | 3-3:50pm | 1-190 | [Launch Into Spring: Internship Lab](#)

Set your goal for acquiring an awesome internship through this workshop where we will cover the resources, tools, and ways to find your professional next-step. Part of the full-day symposium "Launch into Spring" exclusively for first-year undergraduate students.