## A BRIEF JOB-HUNTING GUIDE FOR CHEMISTS

## Preparing to find a job:

The first thing you need to do is create a resume. A good place to start is the ACS Career services web site. Go to <u>http://www.acs.org</u>, and follow the link to Careers. This site includes tips on interviewing, networking, and preparing a resume. You are strongly encouraged to take a look.

Once you have a start on preparing your resume, take it to the Magner Center on the Brooklyn College campus, and review it with them. You can also ask Magner Center staff for help you search for positions.

## **Tools for job-hunting:**

Most guides will tell you the best tool for job-hunting is networking. If you have friends or contacts in industry, drop them a line to let them know you are job-hunting. They may know of openings, and be in a position to recommend you for them. Also, look for events where prospective employers and employees will mix (job fairs, career sessions at scientific conventions such as ACS National or Regional Meetings, *etc.*). Links to some of these events are available at the ACS web site above.

Here are some NYC-area events:

- The New York Academy of Science occasionally hosts career fairs. See their website: http://www.nyas.org
- CUNY hosts an annual Big Apple Job Fair. Go to <u>http://portal.cuny.edu</u> and search on "Big Apple Job Fair" This is not science specific, but may still be worth a trip.
- Visit the Magner Center on BC's campus, and speak to the staff.

## Finding job postings:

At the bachelors level, many positions will be advertised in local newspapers. In the NYC area, the New York Times is a standard; it may also be worth looking at other local papers. Many local papers put their classified advertisements on-line, simplifying your search, but don't be afraid to track down current hard copies.

The internet plays an increasing role in job-hunting. Your first stop should probably be:

• <u>http://www.cen-chemjobs.org</u> - *This is an American Chemical Society site that includes both postings made to Chemical and Engineering News and some web-only advertisements.* 

Some good web sites for industrial job-hunting, that allow users to specify a region and an occupation,

are:

- <u>http://www.monster.com</u>
- <u>http://www.careerbuilder.com</u>

For government jobs:

- <u>http://www.fedworld.com</u> A database for U.S. Federal government jobs
- <u>http://www.nyc.gov/html/dcas/html/work/work.shtmll</u> A database of New York City jobs. Take a look at areas such as Environmental Protection where scientists are needed.