

CAREER PLANNING GUIDE FOR STUDENTS: 4 STEP APPROACH

STEP 1: SELF-ASSESSMENT

Tip: Students may also consider completing the MBTI Career Report or Strong Inventory with Maria McCarthy.

Self-assessment is the process of learning more about yourself to help you explore career paths that are the right match for you. Please answer the below questions. The goal is to use this knowledge throughout your job search process.

1. Name your strongest interest areas in the field of Public Health. Think about why you chose to pursue an MPH.
2. Name your strongest and/or preferred work assignments. Think about jobs, classes and internships you enjoyed, etc. What did they entail?
3. What skills are you good at and/or that you enjoy? For example, analyzing data or qualitative interviews, etc?
4. When you think about a job, how do you want to make a difference? Helping a population (ex. elderly)? Improving an issue (ex. end of life care)?
5. What kind of work environment do you prefer? For example, do you prefer structure? Do you prefer working in teams?

STEP 2: RESEARCHING THE FIELD AND NARROWING DOWN YOUR OPTIONS

Tip: Share this above information with your Faculty and Career Advisors. Ask if they have ideas based on what you have shared.

Now it's time to research employers and job types that might match with your Self-Assessment. There are many ways to conduct this research: Use our [Certificate-Based Career Path Guides](#), our [Career Library \(broken down by Certificate\)](#) and read through [Handshake job postings](#). As you are reading through these, start to develop a list of target organizations and jobs. For example, after researching, you may determine one path to explore includes decreasing chronic disease among children with obesity (*a population and an issue where you can make a difference*). You would like to do this for a school or larger nonprofit that reaches children (*preferred work setting that has goals, resources and structure*) in the role of a Health Educator or Program Manager (*preferred work assignments*). You would like to use curriculum design skills (*preferred skills*) which you enjoy, as well as your understanding of adolescents.

STEP 3: SUMMARIZING YOUR INTERESTS AND CREATING YOUR JOB SEARCH ROADMAP

My Target Organizations	My Target Roles (titles)	Knowledge Required that I must market in my resume, CL, LinkedIN Profile and Interviews.	Skills Required that I must market in my resume, CL, LinkedIN Profile and Interviews.	Networks Working There to Contact <i>Tip: Use LinkedIN to find alums and others through U.S. (search first by School, and then narrow by where they live).</i>
1.	1.	1.	1.	
2.	2.	2.	2.	
3.	3.	3.	3.	
4.	4.	4.	4.	
5.	5.	5.	5.	

STEP 4: MARKETING YOURSELF

Write out your 30-Second Elevator Pitch for Speaking to Recruiter or Hiring Manager. Try to incorporate information from the above table.

Example: “My undergrad degree was in biology and while I was in school, I worked as a research assistant on a prostate cancer study. My work contributed to one of the PI’s manuscript submissions which was a great learning experience. After graduation, I decided to pursue an MPH degree in epidemiology and biostatistics. I completed a practicum at Dana-Farber where I worked as part of a team on projects, and was able to hone my data management skills. I’m about to graduate and hope to explore Research Project Manager positions – I think my skills combined with my epidemiology knowledge would make me a good fit. I’m also detailed oriented and strong at juggling competing demands. I’m very interested in your work, and would love to hear about any current openings.”

How you will answer the question, “What are your career goals?” Fill in the blanks.

“I hope to be working for a _____ (ex: Community Health Center) in a _____ role (ex: Program Coordinator). My goal would be to oversee _____ (ex. Quality improvement projects working with clinicians and administrators to improve access to care). There is so much need for help within the area of _____ (mental health), and within 2- 3 years, I would like to be in a broader _____ (ex: Program Manager) role in overseeing multiple projects that help improve patient care.”