

The following advice and tips were collected by Career Pathways Panelist prior to the 2017 GSA Annual Meeting. Panelists are listed below:

- Roger Cooper, Newmont Mining Corporation
- Bret Dixon, Anadarko Petroleum Corporation
- Alicia Kahn, Chevron Energy Technology Co.
- Mike Kelley, NASA Headquarters
- Johanna Kovarik, U.S. Forest Service
- Bill Laprade, Shannon & Wilson, Inc.
- Aisha Morris, UNAVCO, Inc.
- Jeffrey Rubin, Tualatin Valley Fire & Rescue

***What tips could you provide to students to help them find an internship/employment in your company or agency?***

- **Roger Cooper:**

Internship: Apply early. Don't make the CV too long. We don't need middle school results. State what you hope to get out of it in simple terms – "I want to get experience in geological data management and working in a mining company office". Include a couple of reference contacts – a Prof or Tutor will do fine. Sound positive but professional.

Employment: The application is to get you to the interview which is a different kind of test. The application should be the essence of understated professional (I once sent one in gothic script and wondered why I got no response). If applying for a specific role, use the requirements directly. If applying as a new graduate simply state that you wish to pursue a career in geology and you understand that requires a preparedness to move about, spend time in the field and that promotion comes in the fullness of time. These are things that were self-evident in the past and that are apparently not so self-evident anymore so simply stating you understand these things means you are more likely to score an interview.

- **Bret Dixon:**

You need to start thinking about an internship as early as your junior or senior year during your undergraduate education. Local, national and international geoscience and industry professional organizations are open to student/ younger members and are a great source of information and networking opportunities. Join student chapters of AAPG, SEPM, SEG, SPE, IAS and GSA. Present at and/or attend geoscience and industry conventions, conferences, meetings and expos. Research potential companies online, understand their business and where they operate, and call or email the HR or other departments to find out about recruiting times and venues. Make sure to select a graduate school that conducts industry related research or has industry supported consortia, has professors that have industry connections, invites industry companies to come recruit, has a solid track record of placing their graduates in the industry, and whose graduates have succeeded professionally within the industry. Find a thesis topic you are passionate about, an advisor who will help feed your passion, and find a way to make that research relevant and accessible to industry companies. Network, network, network!

- **Alicia Kahn:**

It is difficult on the website so if you can get a face to face interview you are far more likely to be considered. Be direct but not pushy. Go to conferences and student expos if your school does not get recruiters on campus.

- **Mike Kelley:**

A number of agencies have joined forces to develop a comprehensive website that will serve as a one-stop-shop for undergraduate and graduate students to find Federally-sponsored opportunities in STEM areas. These opportunities range from research internships to graduate student fellowships.

<http://stemundergrads.science.gov/>

<http://stemgradstudents.science.gov/>

All of the federal career positions at NASA will appear in USAJobs:

<https://www.usajobs.gov/>

Set up an account, learn how to navigate the site, and start watching the ads. You can even set up searches for agencies on your watch list, and have weekly electronic listings sent to you.

- **Johanna Kovarik:**

The Minerals and Geology Program brings on interns and students through a couple of different programs. Our flagship Geology internship program is in partnership with the Geological Society of America, GeoCorps. Another agency program/partner that is not geology-specific, but affords an opportunity to get your foot in the door with the Forest Service and land management agencies is the Student Conservation Association. These internship programs are the best way to begin to work for federal government land management agencies without any previous experience with an agency.

The agency also hires students through the Pathways Program – the federal government can direct place current students with forests and regions, and those positions may be converted over to permanent, full-time positions. If you have a forest or program you are interested in working with, I recommend contacting the geologist or physical scientist (hydrologist, soil scientist) and explaining your interests and career goals, and offering to volunteer with them if they have work available. This is a great way to get know the agency and what type of work our field scientists do, and to develop a relationship with a forest.

For recent graduates of graduate programs, The Presidential Management Fellows (PMF) Program (external link) is a flagship leadership development program at the entry-level for advanced degree candidates. Created more than three decades ago, the program attracts and selects from among the best candidates and is designed to develop a cadre of potential Federal Government leaders. Here are some key provisions of the PMF Program.

Individuals who have completed within the past two years, a qualifying advanced degree (e.g., masters or professional degree) or who will meet advanced degree requirements by August 31 of the year following the annual application announcement.

An individual may apply for the PMF Program more than once as long as he or she meets the eligibility criteria. However, if an individual becomes a Finalist and subsequently applies for the PMF Program during the next open announcement, the individual will forfeit his or her status as a Finalist. For those looking directly for work with the Forest Service or other land management

agencies, all of our jobs are posted on USAjobs. If you have any relevant experience with an agency, even if volunteer, make sure to include that in your resume.

- **Aisha Morris:**

At UNAVCO, we offer internships for students at a variety of academic levels, from community college through recently defended PhD students. Depending on the academic level of the applicant, students have the opportunity to participate in research-preparation internship (Colorado community college students), independent research (upper level undergraduates), or real-world work experiences (upper level undergraduates through post-graduates). Our internship opportunities are posted on the UNAVCO website, and you can locate them by visiting [unavco.org/internships](http://unavco.org/internships).

In addition to internships, UNAVCO periodically has positions open up in either our Boulder, Colorado headquarters or in our satellite offices in San Clemente, California, Ellensburg, Washington, Anchorage, Alaska, or Socorro, New Mexico. Job opportunities can be located on the UNAVCO website at [unavcocareers.silkroad.com](http://unavcocareers.silkroad.com).

As you prepare to apply for any position, first read through the job announcement to familiarize yourself with the requirements for the position and for the application. Research the organization to ensure your goals and values align with the organization's mission and core values. Be able to speak to how you can contribute to the mission. Share your resume and/or CV with trusted colleagues or mentors to ensure they are both spotless and free of any inaccuracies or typos. Know the content of your documents.

- **Jeff Rubin:**

Internships vary widely in type, availability, and duties; for the most part it's agency by agency, and most agencies are local.

For internships related to Emergency Managers, timing can be almost as valuable as talent, as postings may come and go quickly. Internships are a two-way commitment, so the best thing you can do is demonstrate not just how the position will help you, but how you can be a resource as well as a recipient. As with any job application, if your first contact with your prospective employer is when you send an electronic application, you're probably behind the curve at the start. Do your homework, talk to people where you want to apply, learn not just about the position and organization but how they relate to others. If you recognize key partnerships and interdependencies where you're applying, you're already standing out.

