

# Sciences Job Resources File

Written by Summer C.

Hi!

Thank you for visiting my job resources file. This is a google file that is aimed at young college students/highschool students just entering the job force! There's going to be resources on where to look for jobs, how to craft application documents, and interview advice on here. I used this document to assist my interns to gain jobs post internships.

If you're in the field already, this may still contain good information for you in different approaches and opinions when seeking job roles. However, I will reiterate, this is much more of a beginner guide!

I hope you all find this document useful and straightforward. Again, this is all my opinion, thoughts, and advice from my personal perspective as a biologist in the field. Some people may agree or disagree, and what matters most is your own perspective! If you're looking for additional guidance I am happy to say that I will be offering advising sessions at a later date this year, so please keep a lookout for that!

Just remember to be delulu, find your window, and believe in yourself.  
ANYONE can be a Marine Biologist.

Sincerely,  
Summer Scientist

**Now onto the good stuff!**

## **Job Boards**

Conservation Job Board: <https://www.conservationjobboard.com/>

SevenSeasMedia: <https://sevensseasmedia.org/>

WiseOceans: <https://www.wiseoceans.com/jobs/>

Department of Wildlife and Fisheries Sciences Job Board: <https://wfscjobs.tamu.edu/job-board/>

Coral\_List: <https://coral.aoml.noaa.gov/mailman/listinfo/coral-list>

The Federal Government's official employment site: <https://www.usajobs.gov/>

ECOLOG: <https://www.esa.org/membership/ecolog/>

UM RSMAS Website: <https://www.rsmas.miami.edu/>

Open Channels: <https://www.openchannels.org/>

AZA: <https://www.aza.org/jobs>

Marine Science Careers: <https://www.marinecareers.net/>

Schmidt Marine: <https://jobs.schmidtmarine.org/>

Center for Marine Biology and Conservation: <https://cmbc.ucsd.edu/alumni/job-search-sites/>

National Association of Marine Laboratories: <http://www.naml.org/jobs/index.php>

Nature Careers :

[https://www.nature.com/naturecareers/jobs/search?text=Environmental+Science&location=&gclid=Cj0KCQjw3f6HBhDHARIsAD\\_i3D8U9kxhfjzLPJDA-LEGEgX5fNPr8LU5E6lhubXgmJQD2neBfqRWhTwaAjxfEALw\\_wcB](https://www.nature.com/naturecareers/jobs/search?text=Environmental+Science&location=&gclid=Cj0KCQjw3f6HBhDHARIsAD_i3D8U9kxhfjzLPJDA-LEGEgX5fNPr8LU5E6lhubXgmJQD2neBfqRWhTwaAjxfEALw_wcB)

Florida Fish and Wildlife : <https://myfwc.com/get-involved/employment/careers/>

Science Careers: <https://jobs.sciencecareers.org/>

### **General Suggestion of Organizations to Look into for Jobs:**

Whale Shark and Oceanic Research Center (WSORC)

Ulster Wildlife

Florida Sea Grant

Captiva Conservation Foundation

Reef Relief

I.C.A.R.E

Coastal Resources Center

Sea Turtle Inc

Seacamp Association Inc.

Keys Marine Lab

Coastal Expeditions Foundation

## **A Few Tips**

1. Use job boards to find job opportunities, not apply to them. If you can find the job listed on the specific organizations website it is much better to apply there vs. a website that may gather 100's of applications and use AI to field applicants.
2. Apply for jobs that you don't believe you're qualified for. It doesn't matter if you don't have all the years of experience and the one specific niche class they want. They're describing their ideal candidate, and your application could be the strongest out of the bunch. The worst they can say is no. Be Delulu! (Delirious)
3. Follow up! Reach out to the direct hiring manager or even the head of HR of the organization you're applying for. It will cause your name to pop up again and then look closely at your application.

## **Crafting Your Resume, Cover Letter, and Curriculum Vitae (CV)**

What's the difference anyways? There's a few distinct uses for each.

### **Resume:**

Resumes are a highlight reel of the jobs that you've had in the past. Particularly the jobs that show your relevant experience to the job you're applying for. You're going to want to keep this document brief, using explanations of each role with "billboard words" which I will explain later.

### Example:

You're applying for a job working at a ice cream shop  
 You show that you used to work at a sandwich shop  
 AKA a little different but super relevant experience.

When you're first starting your career you're not going to have a lot of experience and THAT IS OKAY! The key to getting your first employment is figuring out ways to relate the experiences that you have had and relate them to the role anyways.

### Example of something I said:

I had 0 experience for the job I was about to interview for. At the time I was applying for the role, I knew it was going to be a lot of multitasking. I had experience working in customer service and in restaurants. How did I relate it?

I said something like this; “During my time working in the restaurant industry, I gained a variety of attributes but working under pressure and the ability to multitask have to be the most vital to me. Being able to balance the timing of a check, requesting an anniversary dessert, two waters at table 5, and ensuring someone's food is allergy safe is a lot for one person to handle. However, it has made me more confident in my abilities to handle a position such as this where I know where I will be in situations like field work where there will be multiple things I must keep my focus on.”

Resources for Crafting your Resume:

<https://www.sciencemag.org/careers/how-craft-winning-r%C3%A9sum%C3%A9>

<https://novoresume.com/career-blog/how-to-write-a-resume-guide>

Most important parts of a Resume?

1. Well Organized
2. Concise
3. Detailed

What exactly are you talking about when you say “billboard words”?

These are specific nouns/adjectives that are related to the role you’re applying for.

EX: Conducted Field Operation Survey’s vs. Walked around in the woods

EX: Lead a team vs. Worked with a Group

EX: Conducted Research vs. Participated in Research

### **Cover Letter:**

Cover Letters are for showcasing your personality and how to relate the experiences you have to the role you’re applying for. Think of it like talking directly to your employer. This is where your voice, your personality, and who you are as a candidate *shine*. Also, feel free to add your enthusiasm for the potential of working there too! You’re going to want to keep this to ONE page. Keep in mind, these hiring managers are sometimes filtering through 90+ applicants.

EX : Why leading Kayaking tours was a great practice of confidence and leadership that will contribute to the role working with them.

Resources for Helping you craft your Cover Letter:

<https://novoresume.com/career-blog/how-to-write-a-cover-letter-guide>

<https://resumegenius.com/cover-letter-examples>

### Curriculum Vitae:

This is a catalog of every single job, volunteer role, specific skills, or presentations you've ever done (College and Forward). This will become more important as you advance in your careers and accumulate a variety of skill sets. Unlike the Resume and Cover Letter there is no page limit on a CV, so when I say everything... I mean EVERYTHING. The descriptions of each of these experiences will also stray from bulleted format to a paragraph format. A CV is essentially an incredibly detailed resume. Include organizations you are part of, clubs at school, specific courses you have taken, travel abroad programs, the list goes on and on.

Resources for Helping you craft your CV

<https://www.thebalancecareers.com/cv-vs-resume-2058495>

<https://novoresume.com/career-blog/how-to-write-a-cv>

<https://www.aza.org/jobs?job=39200>

Example:

CV

Science Science

Position Title: Coral Research Aquarist November 2028- Present

At Science Science my main responsibilities included running a coral aquaculture facility, caring for 5,000+ corals of a variety of different species. I was able to demonstrate and gain skills in coral identification, aquaculture husbandry, and pest identification and treatment. Outside of my immediate duties, I also built and maintained aquaculture systems on a large scale of 40+ industrial 300 gallon tanks. Lastly, I participated in outreach events educating the local public on the importance of coral growth and survival in our immediate environment.

VS.

Resume

Science Science : *Coral Research Aquarist*

November 2028- Present

- Lead Care of Corals in 40 tank aquaculture facility
- Facilitated team use of skills such as; coral ID, pest identification and treatment, and coral aquaculture
- Educated local patrons on the importance of corals in our environment

See the differences there? You're basically going to expand on your resume bullet points to be more thorough and add details.

## **Further Words of Advice:**

If you are still in college, utilize your career center!

*They will help you.*

Also, don't be afraid to ask a trusted professor or advisor, Maybe even both!

Proofread! Proofread! Proofread!

The more people that read it the better! Again, the key to making a great application is gaining a variety of opinions and feedback from a variety of sources!

## **Networking:**

***Never Be Afraid to Ask!!***

The worst that can happen is that they offer advice or they keep you in mind for the future. Buy Tickets to different conferences to be able to network, when you attend bring resume or possibly even business cards with you!

A list of conferences happening around the globe <https://www.openchannels.org/conferences>

## **Things To Note When applying for jobs:**

Reach out to HR of different agencies that you're looking into working with/ scientists at universities / programs you're interested in. Most of the time you can at least speak with a professional in the field to either give you an in or offer up more advice/leads.

When you do apply...

Follow up with the head of HR or Department you're applying to!

Sounds something like this.

EXAMPLE:

Hello George Memphis,

I hope this email finds you well. My name is Kristen Galding and I am interested in Sand Dune Ecologist technician with the national forest service. I found this opportunity through..., (insert person OR job board), Sandy who has worked with you as a Sand Dune Expert. Please reach out to me if you have any questions regarding my past experience.

Looking forward to hearing from you soon!

Sincerely,

Kristen Galding

## **The Interview:**

Interviews are on ***BOTH*** sides, never forget that!

Besides being prepared to answer questions about yourself, keep in mind that you also have the opportunity to get to know the potential boss in front of you.

These questions can help determine for yourself (and them) if you are a good fit for not only the position but also the organization you would be working in.

1. What is your management style?
2. What are the characteristics that make someone a good fit for this position?
3. What are the top three things that people struggle with in this position? And how did they overcome them?
4. Why is this position open?
5. What would my growth trajectory look like in this position, say in the next year? Three years?
6. Obviously I am early in my career, Is there anything you saw in my interview that I could improve upon?
7. How did you get to the position you are in now?
8. What does a typical day look like in this position?

Here are more examples of questions you can ask in an interview:

<https://www.themuse.com/advice/51-interview-questions-you-should-be-asking>