



Dear Incoming Students,

I am very pleased to welcome you to Keck Graduate Institute. Under the Division of Student Affairs where our mission is to support, motivate, and enhance the personal and professional growth of the KGI student community, the Career Services Office is fully committed to helping you achieve your professional goals and endeavors, and serves to:

- Provide resources and support that equip KGI students and alumni with strategies for successful career planning and development and to capitalize on these opportunities to secure satisfying internships and careers
- Establish and maintain robust recruiting relationships with companies in the bioscience industry that generates opportunities for internships, full-time employment, and professional interaction with the corporate community

WHAT TO EXPECT

Business Professional Attire at KGI

At KGI, be ready to meet many industry professionals. First impressions can be lasting impressions, so it is essential to always dress appropriately for interviews, recruiting events or any situation where you may be formally or informally evaluated. Business professional attire is typically a conservative suit where the jacket and bottom pieces match in both fabric and color. Color suggestions are black, dark gray, or navy. Jackets are necessary, as well as ties for men. *You should have a suit before arriving to orientation. **If you are not able to get a suit before arriving to orientation please contact Dean Martinez at cmartinez@kgi.edu.***

Professional Headshots

Professional headshots will be taken during the beginning of fall semester. MSGC, MSGDA and all Henry E. Riggs School of Applied Life Sciences programs will need to be dressed in **business professional attire**. PharmD students will be provided a white coat and teal button up KGI shirt for their headshots. More details and your scheduled time will be sent prior to the photoshoot. This photo will be used for you to add to your LinkedIn profile or where a business-related photo is required.

DEADLINES

The Career Services Office is **deadline driven**. For best results, please be sure to carefully read all instructions and meet all Career Services deadlines.

KGI Business Cards

One of the most important tools that you will utilize in your professional development at KGI is the business card. There will be instructions on the survey for completing the form. Please be sure to follow these instructions to ensure that your order is **error-free**. Please click on the corresponding link to complete your business card order which you will find on the Pre-Orientation Homework 2020 [form](#).

Please complete the form with your contact information by **5 p.m. (PST), August 1, 2020**. International students who have not yet set up their local phone number should submit the survey no later than **5 p.m. (PST), August 26, 2020**. **Please do not submit your order until you have secured the local phone number you intend to use for the duration of your studies at KGI**. After the order is processed, you will receive notification to pick up your business cards within 2-3 weeks.

Resume Revisions

One of the first and most **critical** items on your To-Do-List will be to revise your resume. At KGI, you should be ready at any moment to give someone your updated resume. There are [very good websites](#) that provide helpful tips for resume writing. Do your research! Resume editing is an **ongoing process**, and you will need to make educated decisions on which advice to incorporate.

Internships

If you are interested or are required to obtain a summer internship for your program in 2021, begin searching as soon as September 2020. It is the students' responsibility to secure their own internships. As with any job search, success is a direct reflection of effort. Start your preliminary search **now** by reviewing the following websites:

- [Pharmaceutical Companies](#)
- [Biotechnology Companies](#)
- [Medical Device Companies](#)
- [Human Genetics & Genomic Analysis News](#)
- [Genetic Counseling News](#)

For information regarding KGI's Advisory Council/Board review the following websites according to your school:

- [School of Pharmacy and Health Sciences](#)
- [School of Applied Life Sciences](#)

EVENTS & RESOURCES

Career Services offers a variety of support and resources in order for students to search and obtain internships. This includes:

Information Sessions with Corporate Guests

Information Sessions are opportunities for students to hear Corporate Guests speak about their company and job/internship positions at their company. These are great networking opportunities for students.

Tuesdays with Career Services

Every Tuesday during the school year, Career Services holds office hours during lunch for student questions. This is an opportunity for students to get help with their resume, cover letter, internship search strategy, interview skills or just chat with second years about their internship experiences.

Mock Interviews

Mock interviews are conducted with the Career Services staff upon request from students. These can be done over the phone or in person to practice for any upcoming interviews. This helps students to get constructive feedback on their interviewing skills.

Interview Stream

This is an online resource that will become available mid-August to incoming students and offers students practice with interviewing on their own time. It enables students to watch themselves after they have completed the interview and identify subtleties that they may need to improve on. ***Students must wait to obtain their official school access to Interview Stream in mid-August via email and must not make an account prior.***

Handshake

Handshake will be a very important resource during your time at KGI and even when you become an alumnus. Handshake is an online platform that Career Services utilizes to interact with students, recruiters, and potential employers. This is where Career Service will post available jobs and internships. ***Students must wait to obtain their official school access to Handshake in mid August via email and must not make an account prior.***

All Career Services-hosted events will be managed through Handshake. For tracking purposes, it is a requirement for students expecting to attend events to register through Handshake. Each event will be announced with a specific Handshake registration link that you can access from your KGI email account. The events will consist of speakers from industry, alumni panels and networking opportunities. Attendance is ***strongly*** recommended at all of these events. Please appreciate that all guests who speak and/or network with students at KGI have taken considerable time out of their busy schedules to provide these opportunities. Please be present, receptive, and welcoming at all the events that are scheduled during your time at KGI.

Please feel free to email me at career_services@kji.edu if you have any questions, and I look forward to meeting you soon.

Angela Cossey
Director of Career Services

Keck Graduate Institute

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