

American Physical Society
**Professional
Guidebook**



Workbook



Welcome to the Guidebook

As you explore the [APS Online Professional Guidebook](#), you can use this workbook to keep track of your goals, ideas, and any other thoughts. We have provided some prompts for each section of the Guidebook for you to use as a starting point, as well as additional space for you to create a personalized career journal.

Prompt: Let's be intentional! What are your current career goals (it's okay if they're not well-formed yet)? What type of information are you hoping to find through the Professional Guidebook?



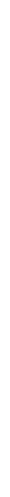


Begin Planning Your Career

Prompt: Pick up to three physicist profiles that resonate with you and think about why. Was it the person's story, their field of work, or something else? Would you want to pursue any of these career paths?



Prompt: Pick one Job Prospect profile that intrigued you and write down why you're interested in it. What training might be required to find a job in this field? Which skills do you already have? What additional skills would you need to build?



Prompt: Under the subsection “You’re the main character” review and answer as many of the questions as you can about career options of interest:

- Would I enjoy doing this job? Am I interested in the day-to-day work?
- Is the work team-based or collaborative? Do I prefer working alone or as part of a group?
- Do I like having guidance or do I like problem-solving on my own?
- Does the salary match my expectations? Do I want to buy a house or cover any large expenses in 2 years or 5 years or 10 years?
- Does the job offer work-life balance? How important is that to me?
- Would I have to move somewhere specific or are multiple locations feasible?
- Is there travel involved?
- Are there certain places I want to avoid, e.g. defense or finance sectors, due to my values?

Prompt: What are your top 3 takeaways? Are there any physicist profiles or career paths from the last activity that would match the criteria you have just created?

You have a lot to offer: Let's take a Skills Inventory



Prompt: Take an inventory and list your skills. For each skill, you should also think about your proficiency level. Are there any skills missing that you want to build?





Building Your Network

Prompt: Write down everyone who you consider to be part of your professional network right now. Could any of these people introduce you to someone working in the career paths of interest you identified previously?



Prompt: Use LinkedIn search to find up to three new contacts to add to your network. Refer back to the [Career Planning](#) section to search for specific career paths you're interested in. How many people came up in the search? Did you find any companies to follow?



Prompt: Write your 60 second elevator pitch. Describe where you are in your current career path, what career path you're interested in exploring, and why.





Strengthening Your Network with Informational Interviews

Prompt: List up to 3 people in your network who you want to schedule an informational interview with. If you're able to set one up, what were some of your takeaways?





Connecting with Opportunity

Prompt: Browse through one of the job boards listed and read some of the job descriptions. Did you find any that match your skills and expertise? Conduct a quick LinkedIn search to determine if you have any connections at the company/organization. If you are interested, follow the company page on LinkedIn.

Prompt: If you're planning to attend a career fair, look up some organizations or companies that will be present. Note the types of job postings and the skills and experiences required. Use the next section to create some tailored resumes to bring with you to share with the employers.



Putting Together Your Effective Resume

Prompt: Pick one of the job postings you identified in the previous section and highlight all of the skills and experiences listed. Next, create a bulleted list of skills that you have acquired that match the ones asked for. Structure your list so that the bullet points are organized under common headers, e.g. Data Analysis Experience, Programming Experience, etc.



Prompt: Referring to the job posting from the previous activity, reflect on what you would like this employer to know about you, which may or may not have come through completely in the resume. For example, why you are really passionate about this position, or how you might address concerns the employer might have after looking at your resume. Use these themes to compose one or two paragraphs you might use in your cover letter.





Interviewing and Negotiation

Prompt: This activity can be used for any interview you might have coming up. Alternatively, you can use the job posting from the previous activity. Review the job description and the organization webpage to come up with some questions that you might want to ask during the interview. Also research some common interview questions and write down your answers.

Prompt: For the job description you worked on in previous sections, research what salaries and benefits are typical for that type of job (tools like [GlassDoor](#) can be helpful). What benefits are listed in the job description? Which benefits might you ask about in the job interview that are important to you (e.g. flexible telework policy, health insurance coverage, type of sick leave)?



Try, Try Again!

Prompt: Browse the list of resources and note down major takeaways.

Congratulations! You've reached the end of the Professional Guidebook! We hope you found the online material and these workbook activities useful for your career development. For more career resources and tools, visit www.aps.org/careers.