Yeshiva University
Career Center

How to Find a

Summer Research Internship

Presented by the

YU Career Center

Planning Your Search

- Clinical or laboratory research
- Formalized program or independent PI
- Your level of experience
- Areas of interest
- Plan for your other experiences
- Time commitment

Yeshiva University
Career Center

Strategy #1

Networking

With Whom?

- Family / friends
- Yeshiva Faculty, former teachers
- Colleagues, former employers & co-workers
- Friends, neighbors, roommates
- Alumni

How?

- Tips for networking:
  - Crafting your pitch
  - Maintaining professionalism

Overwhelming majority of opportunities are found this way

Yeshiva University
Career Center

Strategy #2

Posted Positions

YU Resources

- Pre-health Office
- USRP Website (YU Research Portal) ycresearch.wordpress.com
- YU Faculty
- YU CareerLink
- SURP - Summer Undergraduate Research Programs
  - *AECOM – Albert Einstein College of Medicine (Roth Scholars)*
- Bar-Ilan University joint program with Yeshiva University

Large Institutions

- University and Medical School websites
- Hospital/Clinical Trial sites—ex. Mount Sinai

Strategy #2

Posted Positions (cont'd)

Government programs

- **NSF- REU** (Research Experience for Undergraduates) – conduct research with a faculty member at a university
- **NIH– SIP** (sponsored by the National Institutes of Health) – mostly bio-medical and conducted at a university
- **CDC undergraduate short-term internships** (CDC.gov/fellowships for opportunities)
- **DOE** (Department of Energy) –in national labs with professional researchers
- **NASA** (usrp.usra.edu) - mainly for physics and engineering
- **NYC Dept of Health**—HRTP (Health Research Training program)

Associations/Organizations

- American Association for Cancer Research
- American Cancer Society
- American Chemistry Society
- American Medical Association
- Association of American Medical Colleges (***comprehensive site)

Strategy #2

Posted Positions (cont'd)

Company-sponsored

- **Columbia University Amgen Scholars Summer Biology Research Program**
- **Novartis Scientific Summer Scholars Program**

Other

- **Comprehensive listing of opportunities:** http://people.rit.edu/gtfsbi/Symp/premed.htm

-> Summer Undergraduate Research Programs

Strategy #3

Blitz Email Approach

- **Find labs and name of PI**
  - Clinicaltrials.gov
- **Email prospecting letter**
- **Follow-up**
- **Where to look:**
  - Medical school websites
  - Hospital websites
  - Large company websites
  - Other universities

Yeshiva University
Career Center

Revised Email

Dear Dr. Jones,

I am currently a **junior pre-medical student** at Yeshiva University studying biology. I am **interested in obtaining lab experience for this coming summer**, and **I saw on Einstein's website** that you are working on uncovering the mechanisms by which Ebola and Marburg filoviruses exploit their host cells to gain entry into the cytoplasm. I am **highly interested in your research** and eventually **aspire to gain my MD/PhD** in an area related to virology.

I have **completed related coursework** in microbiology, statistics, bioethics, and chemistry, and have some experience with aseptic techniques, culture growth in differential media, differential staining, microscopy and some biochemical testing. I am also quite comfortable on the computer and have worked with various databases and statistical software packages. **I would very much be interested in bringing these skills to volunteer in your laboratory for the summer.**

I am available to speak with you about any potential opportunities at your convenience. I look forward to hearing from you and thank you for your time.

Sincerely,

Joshua Greenberg

Yeshiva University
Career Center

Basic Steps for

Emails and Letters

- Think before you write
- Proofread!
- Use spell check but with caution
- Remember that email can always be forwarded
- Err on side of formality
- Do not write as if you are talking to the person
- Do not use IM/text abbreviations

Yeshiva University
Career Center

Resume/ Curriculum Vita (CV) 101

- Resume/CV = **first** & maybe **only** impression you make
- It is **your personal marketing brochure**
- Should be **targeted** and **personalized**
- Evolving document – must be continually tailored and updated
- Example of your BEST work

Yeshiva University
Career Center

What is a

Curriculum Vita (CV)?

- **Detailed & comprehensive description of academic credentials and achievements**
- **Used to apply for teaching or research positions**
- **On-paper persona**
- **Evolving document**
- ***Length unimportant*; content is key!**

Yeshiva University
Career Center

Resume Sections

Required:
- Contact Information
- Education (reverse chronological)
- Experience (reverse chronological)

Recommended:
- Research experience
- Laboratory Skills

Optional:
- Objective / Summary
- Coursework
- Honors/Awards
- Skills
- Languages
- Activities / Interests

CV Sections

Required:
- Contact Information
- Education (reverse chronological)
- Experience (reverse chronological)

Recommended:
- Research experience
- Laboratory Skills
- Thesis or research title(s)
- Awards, fellowships, and grants
- Teaching experience and interests
- Publications and presentations
- Professional affiliations & associations

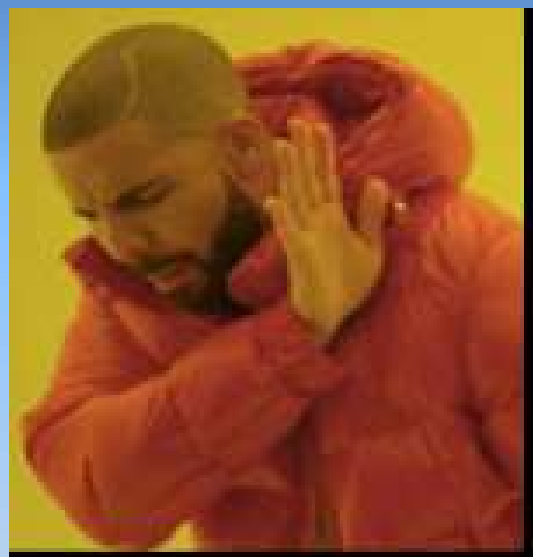
Optional:
- Coursework
- Skills (including languages)
- Activities / Interests
- Volunteer experience
- Extracurricular activities

Yeshiva University
Career Center

Resume/CV Tips

- **Formatting, presentation, and order matter**
  - Consistency is extremely important
- **Highlight accomplishments**
  - Achievements you were recognized for
- **Concrete, quantified examples**
  - #s and frequency (daily, weekly, monthy, etc.)
- **Action verbs**
  - Facilitated, created, lead, conducted, developed, etc.
- **Jargon – caution**
  - Go with what you know and what you did, and do not pander
- **Bullet points: limit use of articles, pronouns, long descriptions and/or sentences**
  - Bullets are concise but detailed
- **Don't go too far back – high school not always necessary!**
- **Resume length matters, CV doesn't**

Descriptive Bullets



- Responsible for independent research project

- Lead 5-person team of undergraduate researchers in developing a comprehensive summer research plan.
- Gained proficiency in multiple techniques and equipment use including...

Yeshiva University
Career Center

Resume/CV Formatting

- DO:
- ✓ Keep it to **one page** and make use of **white space**
- ✓ Use **bold**, *italics*, and underline to highlight content
- ✓ Use an **easy to read font type** (Arial, Times New Roman)
- ✓ Make type **size:** 10 – 12 size
- ✓ Keep **margins** to ½ - 1 inch, keep symmetrical
- ✓ **Save as a PDF document**, with **appropriate name**
- ✓ **Be consistent** with alignment, formatting, dates, dashes

Timeline for Your Search

- *When should you start looking for a summer research opportunity?*
  - **NOW!**
- **It's important to start looking now for summer positions.**
- **Formalized programs have deadlines ranging from December into early February.**

Do not expect to find these posted,
it takes initiative to find these positions.

Following-up & Following Through

- **Keep contacts up-to-date on your search**
  - Nurture your network connections
- **Take ownership of your search and be proactive**
  - This is a **self-directed** process
- **Don't abuse the relationship / don't harass**
  - No one enjoys being pestered / asked "What can you do for me?"
- **Keep good records – this is a lifelong skill**
  - You must also keep good reputation!
- **Stay in touch – maintain your network**
  - **Beyond** when you earn an opportunity