

Where to Look for Job Listings and Volunteer Opportunities

Regularly check the 3 notebooks in the front hall of Bodine. New announcements are frequently added. Also, L&C's Career Center has local/national internship listings:

http://college.lclark.edu/student_life/career_development/for_students/internships/

http://college.lclark.edu/student_life/career_development/

Biology Research Positions

- NSF-funded REU Internships (a complete list of all institutions with these internships):
<http://www.nsf.gov/crssprgm/reu/index.jsp>
- Ornithology research: <http://www.osnabirds.org/jobs.aspx>
- Animal behavior research: <http://www.animalbehaviorsociety.org/web/news-members.php>
- Conservation Biology research: <http://www.conbio.org/professional-development/scb-job-board>
- The Ecological Society of America: <https://listserv.umd.edu/cgi-bin/wa?A0=ecolog-l>
- Fred Hutchinson Cancer Research Center: <http://www.fhcrc.org/education/undergraduates/>
- National Institutes of Health: <http://www.jobs.nih.gov/vacancies/student/default.htm>
and <https://www.trainings.nih.gov/programs>
- Organization of Biological Field Stations (some REU programs): <http://www.obfs.org/>
- American Society of Mammalogists <http://www.mammalsociety.org/jobs-post-docs-interships-assistantships-seasonal-postingsseasonal-postings/>
- Wildlife Society: http://careers.wildlife.org/home/index.cfm?site_id=8764
- The Association for the Sciences of Limnology and Oceanography (ASLO):
<http://aslo.org/employment.html>
- Genetics Society of America (GSA):
<http://www.genetics-gsa.org/careers/undergrads.shtml>
- Faculty for Undergraduate Neuroscience (FUN):
http://www.funfaculty.org/drupal/undergrad_internships_neuroscience

This website from UCSD's career center is a compendium of summer research opportunities.

<http://career.ucsd.edu/undergraduates/gain-experience/internship-information/summer-research-opportunities.html>

To subscribe to PSU's biology listserv: https://www.lists.pdx.edu/lists/listinfo/biology_opportunities

A smorgasboard of jobs in field biology: <http://wfscjobs.tamu.edu>

You can subscribe to several mailing lists maintained by OSU. The addresses are: orst-biology-join@lists.oregonstate.edu, zoomajorsjoin@lists.oregonstate.edu, and enscasso-join@lists.oregonstate.edu (environmental science). Put "subscribe" on the subject line, and provide your name and email address in the message. You do not need to be an OSU student to subscribe.

Positions in Human and Animal Medicine, Public Health

- Volunteering at Portland hospitals: http://www.legacyhealth.org/body_subsite.cfm?id=467,
<http://www.providence.org/oregon/Volunteers/default.htm>, <http://www.ohsu.edu/volserv/>
- Volunteering at veterinary clinics/shelters: <http://www.dovelewis.org/volunteer/>
<http://www.oregonhumane.org/get-involved/volunteer/>
- Other volunteer opportunities: Planned Parenthood, Outside In, also see Adonica DeVault in the Career Center
- Internships/post-graduation jobs at Centers for Disease Control:
<http://www.cdc.gov/Fellowships/StudentInternships.html>
- Oregon Health & Science University fulltime jobs: <http://www.ohsu.edu/hr>

by P. Bierzychudek, 11/7/2016

- Oregon Health and Sciences University internships: <http://www.ohsu.edu/xd/outreach/find-highered.cfm>
- Amer Public Health Assn has unpaid internships: <http://www.apha.org/professional-development/apha-internships-and-fellowships>
- Internships in public health, with priority for students of color, disadvantaged and first generation students: <http://www.healthcareers.org/>
- Useful ways for pre-med students to spend a gap year: <https://www.slu.edu/Documents/provost/postbac%20scholarships/Pre%20Med%20and%20Gap%20Year.pdf>

Jobs in Education

- North Amer. Assn. for Environmental Education: <http://eelinked.naaee.net/>
- Oregon Museum of Science and Industry: <http://www.oms.edu/internships>, <http://www.oms.edu/job-listing>, <https://www.oms.edu/volunteer>
- A variety of opportunities in education can be found at: <http://www.ecoemploy.com/>, at <http://www.ecojobs.com/outdoor-and-environmental-education-jobs.htm>, and at <http://www.environmentaljobs.com/>

Positions in Conservation Practice and Resource Management

- Student Conservation Organization: <http://www.thesca.org/>
- The Nature Conservancy: <http://www.nature.org/careers/>
- National Wildlife Federation <http://www.nwf.org/careergateway/internships.cfm>
- A variety of opportunities in conservation can be found at: <http://www.ecoemploy.com/>, at <http://www.ecojobs.com/>, and at <http://www.environmentaljobs.com>

State, Federal, and Local Agencies (most related to natural resource conservation & management)

- Student employment with many branches of the federal government <https://www.usajobs.gov/StudentsAndGrads>
- Bureau of Land Management: http://www.blm.gov/wo/st/en/res/blm_jobs.3.html
- U.S. Forest Service: <http://www.fs.fed.us/fsjobs/>
- U.S. Fish and Wildlife Service: http://www.fws.gov/jobs/wwd_student.html
- All Oregon state agencies: <http://agency.governmentjobs.com/oregon/default.cfm?clearsearch=1&promotionaljobs=0&transfer=0>
- Oregon Department of Fish and Wildlife <http://www.dfw.state.or.us/hr/>
- Portland Metro: <http://www.oregonmetro.gov/index.cfm/go/by.web/id=24202>
- Portland Bureau of Environmental Services <https://www.portlandoregon.gov/bes/article/429281>, <https://www.portlandoregon.gov/bes/article/574305>

Sample Resume (see Career Center for more resume advice)

Biology Student
Student@lclark.edu

Campus address:

Lewis & Clark College, MSC 0001
0615 S.W. Palatine Hill Road, Portland, OR 97219
(503) 768-xxxx

Permanent address:

1234 Main St.
Somewherein, CA 91030
(626) 123-4567

Education:

Candidate, B.A. in Biology, Lewis & Clark College, Portland, OR, GPA: 3.6/4.0
Anticipated graduation date: May 2018

Honors/Awards:

Dean's list, Lewis & Clark College 2015-2016

Science courses taken:

General Chemistry w/lab	Organic Chemistry w/lab
3 semesters of Biology for majors w/lab	Invertebrate Biology w/lab
Evolution	Molecular Biology w/lab
Calculus	Statistics

Research Experience:

Worked in small groups to design and carry out multi-week class experiments in ecology, genetics, molecular biology; volunteered as research assistant for Prof. Greta Binford, 2014-2015. Data analysis, writing of scientific reports, oral presentations of research results, reading of primary literature.

Other work experience:

Lab preparation assistant, Lewis & Clark College Biology Dept. 9/14 – 5/15

Research Techniques:

PCR, DNA gel electrophoresis, restriction enzyme digestion, Southern blot hybridization

Computer skills:

proficient with both PC and Macintosh platforms. Experience with SPSS, R, MacLab, ArcGIS, Chart, IgorPro, Excel

Activities:

2015 fall semester Lewis & Clark overseas program in East Africa
2016-2017 Lacrosse club team, 2016 SMART volunteer

by P. Bierzychudek, 11/7/2016

Sample cover letter (see also the better one that follows)

date

National Jewish Medical and Research Center
1400 Jackson Street
Denver, CO 80206

To Whom It May Concern:

My name is Xxxxxxx Xxxxxxxxxx, and I would like to be considered as a candidate for the Lab Researcher II position at National Jewish Health. I saw this position posted on Indeed.com and thought it would be an excellent fit. My background is in biological research, but ideally my next job would blend research with healthcare.

I have a bachelor's degree in biology from Lewis & Clark College in Portland, Oregon. There, I was given many opportunities to do independent research and gain a strong understanding of the scientific process. I did an independent project my senior year on the blah blah blah, and thus gained experience at the helm of a project. After graduation, I was accepted for an internship position at Oregon Health and Science University, which morphed into an employment opportunity. I was responsible for many aspects of the lab I worked in including animal care/husbandry, lab organization, data collection, planning out experiment days, data analysis, communication with other lab members, reporting about my progress, troubleshooting computer problems, troubleshooting experimental issues, preparing solutions/equipment, and juggling multiple tasks/priorities at the same time. Both of these research experiences allowed me to build on my prior knowledge and develop as a scientist. I am detail-oriented, excellent at multitasking, a responsible person, and I hold myself to high standards in everything that I do. I am confident that I could be helpful, courteous, and maintain professionalism toward patients and coworkers alike. I would be proud to uphold all of the standards National Jewish Health requires of its community.

I would appreciate your consideration and the opportunity to interview for the Research II position at your Denver site. If there is any additional information that would be helpful in this hiring process, please don't hesitate to call or email me. Thank you very much for your time and consideration.

Sincerely,

Xxxxxxxxx Xxxxxxxxx

(xxx) xxx-xxxx

xxxxxxxx.xxxxxx@gmail.com

by P. Bierzychudek, 11/7/2016

Sample better cover letter

Rxxxxxxx Hxxxxxxx
University of Colorado Boulder
Boulder, CO 80309

Dear Mr. Hxxxxxxx:

I am applying for the Institutional Animal Care and Use Program Assistant at University of Colorado Boulder. I am a recent graduate with biology research experience from Lewis & Clark College, and have spent the past year in a behavioral neuroscience research lab at Oregon Health and Science University (OHSU) working with laboratory mice. I am committed to providing quality animal care, am familiar with IACUC protocols, and recognize the importance of supporting animal research at a research university.

The qualifications for this position complement my background well. In my position at OHSU, I gained valuable experience working with laboratory mice while observing all regulations and guidelines. Working with research animals requires organizational skills and a keen attention to detail. These qualities are some of my strengths, and I will bring them to UCB. In all the experiences on my resume, I have performed under minimal supervision while being a part of a cohesive team. For example, in college I did research independently, but participated in research team meetings weekly and maintained contact with my mentors. I work best when I have a set of my own responsibilities to accomplish, yet have access to those more experienced than I for clarification and support. I bring strong computer skills to this position; I am comfortable with both Windows and Macintosh platforms, am skilled with Excel and PowerPoint, and have had some exposure to Microsoft Access. I learn new computer programs quickly, and would support the transition of your facility to electronic records. I hold myself to high standards wherever I work, and would exercise good judgment, especially involving federal, state, and university regulations.

Though I graduated with a biology degree, I come from a liberal arts background and have strong critical thinking skills. I express myself clearly orally and in writing; I would be able to review protocols and assess their compliance with regulations based on my academic background and careful attention to detail. I am comfortable working with researchers, research investigators, and other university staff to ensure proper guidelines are met, and would do so with professionalism. Through my ability to remain organized even in a fastpaced environment, I would be able to maintain electronic databases, perform administrative duties, and adapt to the shifting priorities of my role. My previous position as a research assistant at OHSU required me to perform a variety of duties. In addition to designing and running experiments, I provided daily mouse colony care, communicated with my P.I., performed data analysis, kept the lab stocked with supplies, organized lab meetings via email, and kept myself current with the scientific literature. I have excellent time management skills, and would bring these to your program.

I urge you to contact my professional references, as they have been instrumental in my development and have seen my transition from a student to a professional. I would appreciate the opportunity to interview with you to further demonstrate my abilities. I look forward to hearing from you, and thank you for your time.

Sincerely,

Sample hard-to-read resume

XXXXXXXX X. XXXXXXXX
xxx-xxx-xxxx, xxxxxxxx.xxxxxxx@gmail.com
xxx East xxxxxxxx Avenue Boulder, CO 80xxx

Education:

Lewis & Clark College
B.A. in Biology, GPA: 3.74

Portland, Oregon
Sept 2014- May 2018

Applicable Work and Volunteer Experience:

Oregon Health and Science University
Laboratory Research Assistant

Portland, OR
August 2015-May 2016

- Hired by the lab I mentored in for the summer of 2015. Served as the sole research assistant in the lab for over six months, responsible for lab management, training of volunteers, data collection for primary projects, data analysis, and regular communication with senior lab members. In addition, I was responsible for the entire mouse colony for the lab, becoming adept at handling mice skillfully and carefully. Research centered on collection of video and audio data to analyze the behavioral effects of prenatal exposure to domoic acid in mice.

Oregon Health and Science University
Howard Hughes Medical Institute Undergraduate Intern

Portland, OR
Summer 2015

- Selected to be an undergraduate mentor in a behavioral neuroscience lab at OHSU directed by Gareth Lahvis, Ph.D. Served as a mentor to a high school student from the Portland area, focusing on leading by example and teaching the foundations of the scientific process. Concurrently mentored the student and did data analysis for the lab, consisting of the analysis of behavior videos and ultrasonic vocalizations of inbred mouse strains.

Oregon Zoo
Conservation Intern

Portland, OR
Summer 2014

- Learned to raise and care for the threatened Oregon Silverspot Butterfly and Taylor's Checkerspot Butterfly. Lead tours of students and visitors in the lab, taught the summer camps about all Oregon Zoo conservation projects, and collaborated with other conservation interns to carry out the summer camp interactions.

Applicable Undergraduate Experience at Lewis & Clark College:

- As part of an independent study during 2014-2015, researched the phylogeny of xxxxxxxxxxxxxx. Involved PCR for multiple genes, gel electrophoresis, PCR purification, collaboration with another student and faculty advisors. Responsible for reading primary literature, preparing progress reports, and the presentation of my findings at an annual meeting for conservation managers. Continued the project after graduation. Publication of research manuscript in progress.
- Participated in the New Zealand Biology Overseas Program Spring 2016. Spent 4.5 months abroad and studied biogeography, conservation practices, and invasive species issues in New Zealand. Based at the University of Victoria in Wellington. Attended lectures, classes, and travelled around the country with various professors.
- In all upper level biology lab courses at Lewis & Clark, students were expected to play an active role in designing research proposals, and carry out that research as part of the academic coursework. This involved presenting results to the class and professor, as well as written reports. Applicable classes with this format were: Comparative Physiology, Animal Behavior, and Molecular Biology.
- Participated in an environmental service project prior to my first semester of college in the Olympic National Forest. Assisted a graduate student from the University of Washington with some of his Ph.D. work along with several other undergrads. Data collection consisted primarily of measuring the circumference of old growth trees, tree tagging, mapping of individual trees, and species identification in specific forest plots. After backpacking into our work site, we worked as small teams throughout the days.

Computer Skills: Experience with SPSS, R, Chart, LoggerPro, Microsoft Office Suite, GIS, ClustalX, MacClade, Avisoft

Certifications: CPR/First Aid –expires December 2018

Sample streamlined (better) resume

Xxxxxx X. Xxxxxxx

xxxxxx.xxxxxxxxxx@gmail.com * (xxx) xxx-xxxx
xxxx East xxxxx Avenue x Boulder, CO 80xxx

Education

Lewis & Clark College, Portland OR

Honors and Awards: cum laude

Dean's Academic Scholarship 2015-2018

B.A. in Biology, May 2018

GPA: 3.74/4.00

Employment and Unpaid Experience

Laboratory Research Assistant

August 2015-May 2016

Oregon Health and Science University

- Served as a responsible, professional member of a team
- Accurately maintained research records, paid close attention to detail
- Communicated clearly and eloquently with research assistants, faculty, and staff
- Used Microsoft Word, Excel, and other scientific programs for this position
- Efficiently interpreted oral and written information and followed procedures accordingly
- Performed my responsibilities in an unsupervised setting after being trained
- Worked daily in an IACUC regulated animal care facility; mouse care and husbandry in behavioral neuroscience

Howard Hughes Medical Institute Undergraduate Intern

Summer 2015

Oregon Health and Science University

- Learned my responsibilities quickly and accurately
- Trained in IACUC standards for animal care
- After my summer as an intern, I was asked to continue as an employee

Laboratory Researcher

September 2014-May 2015

Lewis & Clark College

- Presented my weekly results in a small-group setting
- Gained valuable time-management skills because I was concurrently doing school and research
- Clearly conveyed my results in written and oral formats over the course of the year
- Succeeded in being a self-starter, led the direction of my research

Conservation Intern

Summer 2014

Oregon Zoo

- Served as a liaison between the public and our laboratory (gave tours and planned activities)
- Thrived in an environment with high expectations and minimal supervision
- Provided quality care for two endangered species, following all regulations

Skills

Professional References

Microsoft Office Suite (including Excel)

**Comfortable with
Macintosh and Windows Platforms**

Familiar with ArcGIS software

CPR/First Aid Certified

Paulette Bierzychudek, Lewis & Clark College

Biology professor, research mentor
bierzych@lclark.edu, 503-768-7522

Greta Binford, Lewis & Clark College

Biology professor, research mentor
binford@lclark.edu, 503-768-7653

**Garet Lahvis,
Oregon Health and Science University**

Most recent employer
lahvisg@ohsu.edu, 503-xxxx