



## SUMMARY

CICASP Seminar in Science Communication #122\*

*Career development tools #1: writing professional biographies*

5 PM-, Wednesday, February 19<sup>th</sup>, 2020 (PRI 3F Library Seminar Room)

We reviewed key elements of professional bio(graphie)s. Participants paired up with colleagues and wrote each other a draft bio. We shared our “stories” at the end and swapped the drafts to be polished up in the future.

The PowerPoint slides for this seminar, which include tips, more examples, and links to online resources, are available on Muriqui (go to English version - > BOARD -> CICASP). **If you attended this workshop and want us to edit your professional bios, just send us your drafts and we'll be happy to help you!**

## OUTLINE

CICASP Seminar in Science Communication #123\*

*Career development tools #2: writing (self-)recommendation letters*

5 PM-, Wednesday, February 26, 2020 (PRI 3F Library Seminar Room)

Now that we have started thinking about how to advertise ourselves professionally, let's reflect more on our own achievements and strengths as scientists, and write about them. In this workshop, you will write **self-recommendation letters** that highlight your experiences and qualities. This exercise will be especially useful for your future professional applications (e.g., jobs, grants), and will also make you better-prepared to write recommendations for others. We will start by introducing the key elements of these letters, and discuss the do's and don'ts of writing them (e.g., appropriate tone and language). You will then use these tips to start building your own recommendation letter and get feedback to improve it. Remember to **bring your laptop or paper and pencil!**

In the following seminars, we will practice professional interviews.

\*This workshop will not be videocast to WRC, but we hope to offer a similar set of workshops at WRC in April!

## Schedule of CICASP workshops [Fall 2019/2020]

### On the Horizon:

- **Science blogging** – fantastic way to share your research and ideas with a broader audience.