**GK-12 Bioenergy Sustainability Project Weekly Meetings**

**(ZOL 895, Section 401)**

**Spring 2013 - Fridays 1:15 to 3:15pm – Stack Hall 145**

2/1/2013

Business

1. 2 minute round-up

 B. BEST team update?

 C. GREEEN team update?

Professional Development

 A. Discuss first pass impressions of the 6 finalist QB candidates in contrast with another 14 applications. This week we’ll focus on the candidates websites and cover letters. Some things to keep in mind and find examples of:

 - What items should be included in a professional website? Which should NOT?

 - Pros/cons of a lab/research blog?

 - Website layout- what works and what doesn’t?

 - What are the elements of a great cover letter?

 - How long should a cover letter be?

 Please read WRITING A WINNING COVER LETTER byJohn K. Borchardt, Science Careers, to facilitate this discussion. (link on Insider’s page).

 B. Discuss THE DAVID ATTENBOROUGH STYLE OF SCIENTIFIC PRESENTATION. What makes a good talk? In the next couple weeks, we’ll critique the QB interviewee presentations.

Future activities:

1. Next week, Feb. 8, we’ll continue sorting through the QB applications, focusing on presentation styles, C.V.s and teaching statements.