

Preparing Yourself for a Career in Industry

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Finding a Career – Where to Start?

A few questions to ask yourself:

- What do you like?
- What are you passionate about?
- What are you good at?
- What do your peers/teachers think you are good at?
- What motivates you?
- What culture do you want to be in?
- What location do you want to be in?

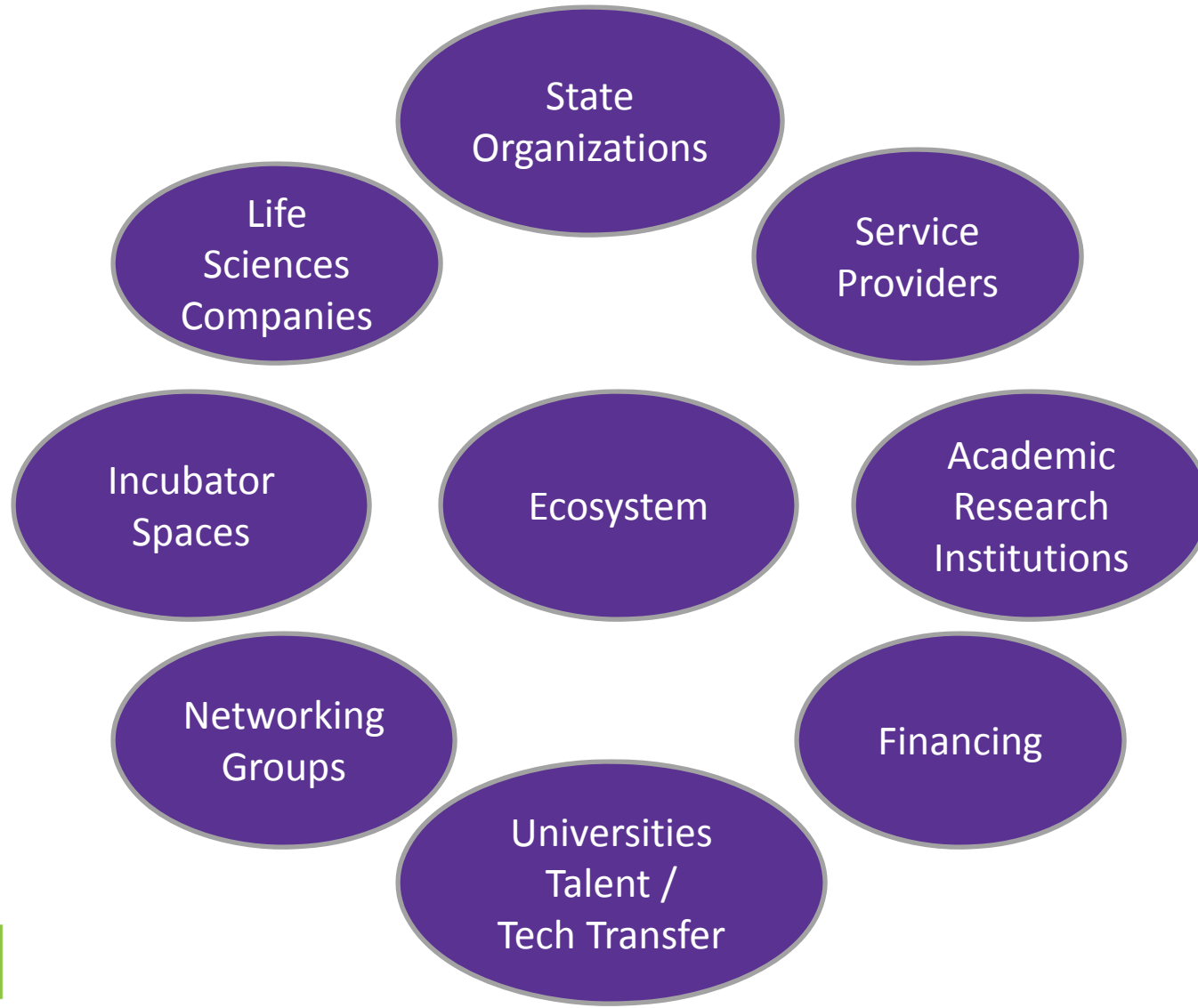
Answers to these questions can narrow down your focus areas as you think about your career



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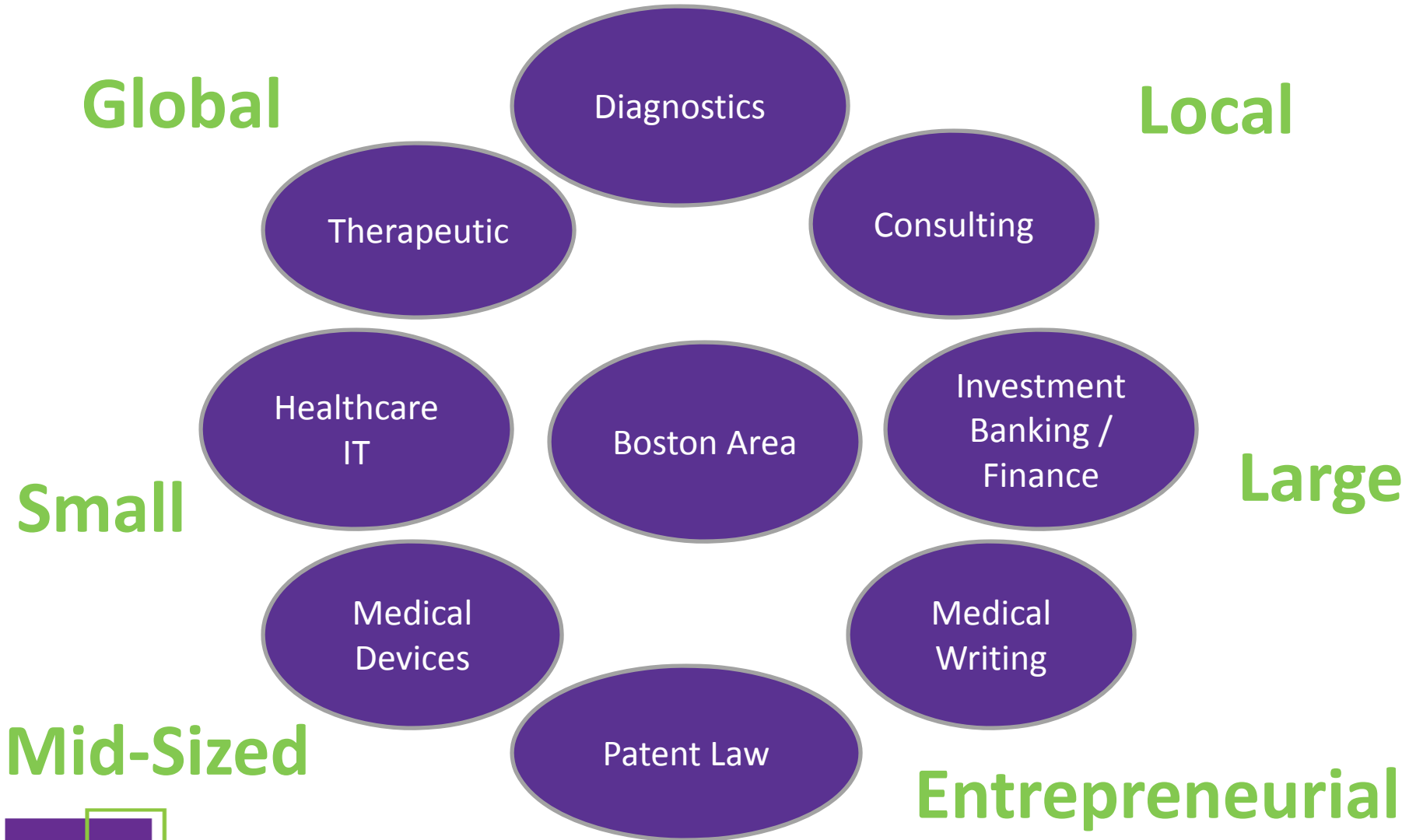
Life Sciences Ecosystem



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Types of Companies



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Outline

- Evaluating transferrable skills
- Goal of your resume and tips
- Cover Letters
- Propel Careers



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The Importance of Transferable Skills

- Working in a lab is not only about the science. There are many OTHER skills that you have which are transferrable to non-academic careers.
- Transferrable skills are applicable to many career opportunities.
- These assets are important to highlight!



Transferrable Skills – Are you?

- Organized
- Detail oriented
- A good communicator
- A networker
- A leader
- A manager
- Good at keeping track of projects
- A presenter
- Good at writing
- Skilled at programming
- Good at drawing or other artistic activities
- An excel guru
- A negotiator

This list will help to define the types of roles which could be a fit



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What Graduate School Teaches You

- Excellent Scientific Foundation!
- Data analysis skills
- Ability to synthesize information/learn new areas
- Ability to ask questions
- Writing ability – abstracts, papers, grants
- Work ethic and drive
- Work independently and be accountable



Building a Resume



The Goal of Your Resume

You want individuals reading your resume to easily and quickly see your background and experiences and the relevance to the job being applied for.



FIRST, LAST, Ph.D.

Address

City, State, Zip

Email: NAME@hotmail.com

Home Phone

Cell Phone

Professor: Course for subject area in genetics

- Course 1
- Course 2

Research:

Specialist in research area focusing on neurobiology

Expert in animal models of disease states

Extensive knowledge in research area with >20 peer-reviewed publications

Professional Experience

2010- Present

Harvard School of Medicine, Boston, MA

Instructor and Course Director for Graduate Classes

2004–2009

Harvard School of Medicine, Boston, MA

Postdoctoral Research Associate at the Department of [NeuroBiology](#)

1999-2003

University of Pennsylvania, Philadelphia PA

Research Fellow

1995-1998

University of Pennsylvania, Philadelphia PA

Research Assistant

Education

2003

Ph.D. in [NeuroBiology](#), University of Pennsylvania

1995

B.A. in [Molecular Biology](#), UCSD, CA

Awards

2006-2007 Exploratory research grant RXX XXXXX from NIH

2004-2006 Postdoctoral Research Fellowship Award



FIRST LAST Ph.D.
ADDRESS, CITY, STATE, ZIP
Phone, EMAIL: Name@hotmail.com

SUMMARY OF QUALIFICATIONS

- Experienced scientist with focus on neurobiology an signaling pathways involved in development
- Skilled in gathering, analyzing and synthesizing data and developing/testing of new hypotheses
- Excellent writing, verbal communication and presentation skills
- Experienced in scheduling, budgeting and leading projects for nonprofit organizations
- Demonstrated ability in writing successful grants, teaching materials and engagement proposals

PROFESSIONAL EXPERIENCE

Harvard School of Medicine, Boston, MA 2010- Present
Instructor

- Directing Research Seminar focusing in Developmental Neurobiology
- Developing the content (lectures and case studies) for the coursework
- Taught two courses each semester, 25 graduate students per course

Harvard School of Medicine, Boston, MA 2004 –2009
Postdoctoral Research Associate, Department of Neurobiology

- Published the first report on the involvement of novel receptor to neural development and growth
- Unraveled the molecular mechanism utilizing XX research areas
- Reported on novel receptor for its functional implications for conditional gene inactivation
- Demonstrated the involvement of this receptor in a specific disease state
- Presented research at the annual NSF conference
- Experienced in other research areas such as XX, XX, and XX

University of Pennsylvania, Philadelphia, PA 1999-2003
Research Fellow

- Investigated mechanisms of intracellular signaling pathways of growth factors.
- Conducted cloning and biochemical characterization of proteins involved in neural development
- Performed assays including XX, XX, and XX
- Established a mammalian/insect cell-based transient and stable cell lines for protein expression, purification and protein interaction studies

SCIENTIFIC ACCOMPLISHMENTS

- Demonstrated the role of novel receptor in neural development
- Unraveled the mechanism by which the receptor is controlled
- Developed an animal model to evaluate efficacy

PRESENTATIONS

- NSF conference, "Novel Receptor and it's Importance" 2008
- Keystone Research Conference oral presentation 2006

EDUCATION

University of Pennsylvania, Philadelphia, PA 2003
Ph.D. in NeuroBiology



A Few Points to Consider...

- Resumes tell a story
- Make it easy to read
- Pay attention to formatting
- Put your name in the resume file name
- Two pages are okay, if you have enough experience
- Academic CVs are different from industry resumes
- Align each resume version with the job application



Technological Competence	Computer savvy – SAP (ERP/CRM), MS Office (Word, Excel, PowerPoint, Outlook)
Related Work Experience	<p>Communications Administrator (contract) 2011 COMPANY. Providing Social Media services for clients to ensure cost-effective marketing online</p> <ul style="list-style-type: none"> • Profile set up (LinkedIn, Facebook, Twitter, etc.) • Routine maintenance • Reputation management • Content creation and distribution <p>Executive Assistant to CEO / Office Manager 2005 - 2010 COMPANY Executive support for CEO / President as well as interaction with the NYC office</p> <p>Contributed to company's revenue increase by making sure CEO is being as efficient & productive as possible, including:</p> <ul style="list-style-type: none"> • Calendar management – maintain schedules for CEO • Database management • Correspondence • Travel coordination (domestic/international) • Schedule, coordinate & setup offsite conferences • Tracking business expenses and preparing expense reports • Producing presentation materials – collaterals, handouts, etc. • Supply inventory maintenance • Organizing conference rooms • Confidential personal projects

Formatting is off – see bullet points. Attention to detail is lacking
Too much empty space



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OBJECTIVE	
A full-time position that will utilize my communication skills, computer knowledge and management abilities in a company with opportunities for advancement.	
WORK EXPERIENCE	
COMPANY <i>Data Entry/Order Processing</i>	College Point, NY <i>(April 2009 - July 2011)</i> <ul style="list-style-type: none"> Generated quotations and sales orders upon request of sales team. Entered customer information into company database via <u>JobBoss</u>. Managed general Microsoft Outlook account for all internal staff.
COMPANY <i>File Clerk (Internship)</i>	Brooklyn, NY <i>(February 2009 - March 2009)</i> <ul style="list-style-type: none"> Maintained strict organization of extensive paper filing system. Transferred confidential information with internal staff via phone.
COMPANY <i>Accounts Payable/Receivable</i>	Flushing, NY <i>(July 2007 to May 2009)</i> <ul style="list-style-type: none"> Prepared and created payment invoices on Microsoft Excel. Created spreadsheets, charts, and custom documents using MS Word and Excel. Organized and gathered shipment and inventory information to distribute to the proper department.
L&J Enterprise Corporation <i>Administrative Assistant/Accounts Payable</i>	Brooklyn, NY <i>(May 2006 - June 2007)</i> <ul style="list-style-type: none"> Created and organized invoices on Microsoft Excel for trucking personnel. Reproduce and disseminated custom documents (e.g. letterheads, spreadsheets) Managed and ordered office supplies for the entire office.

Objective can be restrictive - I like summary of qualifications better
 Too much empty space



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7/08 - 11/08

Sales Associate, COMPANY, Syracuse, NY

- Assisted customers with fit and style as a fashion consultant
- Maintained store organization and cleanliness
- Assisted sales team with shrink loss prevention by providing excellent customer service

9/06 - 5/08

Security Desk Attendant, COMPANY, Framingham, MA

- Greeted and kept record log of guests entering/exiting building at all times

Page 1

Page 2

- Was available as a guide to the residents with questions about policies/campus life they may have
- Kept confidentiality of records and residents' privacy to maintain a safe environment

**If you are going to have 2 pages, have 2 full pages.
Do not have 1 page and ¼ of a page.**

Too much empty space



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RELEVANT EXPERIENCE:


COMPANY, **Proofreader/Office Asst.**, September 2011- March 2012

- edited thank you correspondences and promotional materials for the leadership team and made sure they were clear of grammatical or system errors
- aided in moving donations and employee information from their old Rainbow database to an internet based one (Microsoft CRM)
- processed pledges and donations in the forms of checks, cash and credit card payments as well as made thank you calls to volunteers and benefactors

COMPANY, **Evening/Weekend Manager**, January 2011- September 2011

- very independent work environment; with only one person on staff at any given time, it demands a lot of initiative and quick thinking
- pack and ship up to 100 online book orders a day using UPS Worldship
- maintain the in-store and multiple online inventory databases using Visual Anthology and Fillz
- opening and closing the store, as well as handling day to day activities and various customer issues

COMPANY, **Administrative Assistant**, May 2010- August 2010

- answered a lot of  (Ctrl) calls from parents and other departments, counted and organized keys, helped in organizing the housing for several summer programs which included quite a bit of data entry and updating filing systems

This is hard to read. Use bullets – make it easier for the reader to see your background

Pay attention to formatting



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Resume – A Picture of You

Will your resume resonate with someone who doesn't already know you personally?



Sample Resume Format

FirstName Last Name
Address
Phone: Email:

SUMMARY OF QUALIFICATIONS

EXPERIENCE

COMPANY, CITY, STATE **Date - Date**
One sentence description of company
TITLE
• List your responsibilities.

COMPANY, CITY, STATE **Date - Date**
One sentence description of company
TITLE
• List your responsibilities.

COMPANY, CITY, STATE **Date - Date**
One sentence description of company
TITLE
• List your responsibilities.

EDUCATION

SCHOOL, CITY, STATE **Graduation Date (Month and Year)**
DEGREE
List any honors or awards under the degree

OTHER SKILLS

Technical, Language, etc



Resume Components for Industry

- Summary of Qualifications
- Relevant (Work) Experience
- Education
- Other Skills
- Publications and Presentations as an addendum



Summary of Qualifications

This is a **short summary** of your skills so the reader can see quickly what your strengths are and their relevance to the job being applied for.

Summary of Qualifications

- What top 3 things do you want people to know about your qualifications...
 - Scientific skills
 - Business skills/interest
 - Leadership ability, analytical skills, teamwork
- ... and your fit with the company and position



Summary of Qualification – Example 1

Multidisciplinary scientist with a background in biology, chemistry, and bioinformatics focused on innovative research within cell signaling pathways.



Summary of Qualification – Example 2

Background in Biophysics which includes training in Biology, Biochemistry, Chemistry, Physics and Mathematics. Authored four peer-reviewed articles and a book chapter. Familiar with many spectroscopic techniques including NMR, Infra-Red, and HPLC.



Summary of Qualification – Example 3

Experienced post doctoral fellow with >5 years of molecular biology research focusing in the area of oncology and neurobiology. Strong analytical and presentation skills and interest in commercializing technologies.



Resume Components for Industry

- Summary of Qualifications
- Relevant (Work) Experience
- Education
- Other Skills
- Publications and Presentations as an addendum



Listing Organization Information

EXPERIENCE

COMPANY, CITY, STATE

Date - Date

One sentence description of company

TITLE

- List your responsibilities.

- Provide a one sentence description of the company, lab, or organization you work(ed) for
- **Why?** - To provide the reader context into :
 - The work research/environment you are familiar with
 - The type of organization that you are familiar with
 - The industry specific experience you have



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Lab Description Examples

- X, Lab, focuses on novel neurobiology research in the area of X therapeutic area
- X Lab is focuses on cutting edge bioinformatics modeling for drug efficacy predictions
- X Lab focuses on evaluating small molecule oncology therapeutics



Listing Job Title

EXPERIENCE

COMPANY, CITY, STATE

Date - Date

One sentence description of company

TITLE

- List your responsibilities.

- List your job title under the one sentence description
- When listing job title, include department, if relevant.
 - Research Associate, Cell Biology Department
 - Research Fellow, Department of Radiology
 - Scientist II, Department of Drug Metabolism



Listing Experience

EXPERIENCE

COMPANY, CITY, STATE

Date - Date

One sentence description of company

TITLE

- List your responsibilities.

- What was your role?
- What scientific research did you do?
- Were you responsible for managing any...
 - People, Budgets, Activities, Relationships
- Did you present at public meetings or conferences on behalf of the lab or company?



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Listing Scientific Experience

List what you were responsible for scientifically:

- Responsible for ELISA assay development for XXX
- Responsible for research in a novel therapeutic area
- Responsible for setting up the lab and coordinating research of lab mates
- Responsible for elucidating a novel pathway
- Worked with cell culture and cloned genes
- Utilized the specific lab techniques of XXX



Resume Components for Industry

- Summary of Qualifications
- Relevant (Work) Experience
- **Education**
- Other Skills
- Publications and Presentations as an addendum



Listing Education

EDUCATION

SCHOOL CITY, STATE

Graduation Date (Month and Year)

DEGREE

List any honors or awards under the degree

- List school with city and state
- List graduation year
- List any honors that you have received
 - cum laude, beta gamma sigma, etc.
- Thesis title
- List most recent education first



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Resume Components for Industry

- Summary of Qualifications
- Relevant (Work) Experience
- Education
- **Other Skills**
- Publications and Presentations as an addendum



Listing Other Skills

Institutions like to see skills that you bring in addition to your scientific skills



Other Skills to Highlight

- Computer skills
 - i.e. PowerPoint, MS Project, Excel, WebEx, Photoshop, Fireworks, FreeHand, Dreamweaver, InDesign, Microsoft SharePoint, etc?
- Are you multilingual?
 - This can be a benefit to many companies, especially global ones
- Specific technical skills
 - lab techniques, engineering skills, computer programming, etc.



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Networking and Leadership Skills

- Have you taken leadership roles within UMass?
- Are you involved in a local or national chapter of a networking group?
 - AWIS, AAPS, ACS, WEST, HBA, etc.?
 - Do you have a leadership role in one of these above organizations?
- Community Service



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Do Not List Personal Information

- Marital status
- Children
- Age
- Photo's not typical
- Be careful with hobbies and interests



Cover Letters

Purpose of a Cover Letter

- To show relevancy of your background and the role
- Describe your interest in the role
- Compliment your resume
- Explain your background



What is the purpose of this cover letter?

Hi Ms. Celano,

My name is _____. I think that I would be a great fit for this position because of my laboratory experience and excellent communication skills.

From 2009 to present I have been working at the Antimicrobial Discover Center at Northeastern investigating the growth factors of unculturable bacteria from the human gut microbiome. At the ADC I have gained the experience I need to research, design, and execute my own experiments. I am very thankful for my start there because I have learned how to be comfortable in a research setting, and to effectively balance teamwork and independence.

I feel that my Co-Op, completed this past July- December at the MIT BioMicro Center, is especially pertinent to this position. The BMC is a core facility that integrates high throughput genome sequencing with cutting edge robotics and genomic techniques. I focused mainly on analyzing and interpreting quality control data of DNA and RNA samples from an Agilent Bioanalyzer and a Caliper GX system. I also aided in Illumina Hi-seq and GAll prep by performing QPCR on samples using a Roche Lightcycler 480II. One success of my Co-Op was to integrate automation into sample prep for the Caliper GX system using a Tecan Freedom EVO. This was especially important in delivering faster and more reliable results to the customers. Through my experience at MIT I was able to incorporate advanced technologies into my lab practices and fine tune the quality and efficiency of my work.

Attached is my resume. I would love to have a chance to speak with you and learn more about this position.

Best,
NAME



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This is the job description and details

Job Description: We are looking for individuals to join our team to perform work in the following areas: General Molecular Biology, Cloning, transfection, and In Vitro RNA transcription. Individuals who apply should have exceptional time management skills and pay strong attention to detail. They should have the ability to resolve problems independently with standard protocols. Previous experience with nucleic acids and, specifically, RNA is preferred.

Primary responsibilities include:

- The preparation and quality control of buffers and reaction reagents
- **Cloning** and **subcloning** using standard bacterial expression systems, including experience with **PCR**
- Enzymatic synthesis of **RNA** using established protocols
- Experience with Transfection
- **Elisa** and **western blotting** experience
- General laboratory assistance including some laboratory glass washing, lab equipment troubleshooting and the ordering and receiving of lab supplies



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I want relevancy to the job responsibilities

Primary responsibilities include:

- The preparation and quality control of buffers and reaction reagents
- Cloning and subcloning using standard bacterial expression systems, including experience with PCR
- Enzymatic synthesis of RNA using established protocols
- Experience with Transfection
- Elisa and western blotting experience
- General laboratory assistance including some laboratory glass washing, lab equipment troubleshooting and the ordering and receiving of lab supplies



Building an Online Presence



LinkedIn



Facebook



Twitter



Blogs



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Overseeing Your Online Presence

- Your online avatar meets the hiring manager before you do
- Online material lives forever
- Privacy rights vs. due diligence



Using LinkedIn

- >30% of jobs are filled using LinkedIn
- If you are serious about your career, you will be on LinkedIn
- Add details about your research/background
- Build out your profile
- Join LinkedIn groups to keep informed
- Strive for quality of people, not quantity of names



Propel Careers Overview

Propel Careers is a life science search and career development firm focused on connecting innovative, entrepreneurial companies with like-minded professionals.

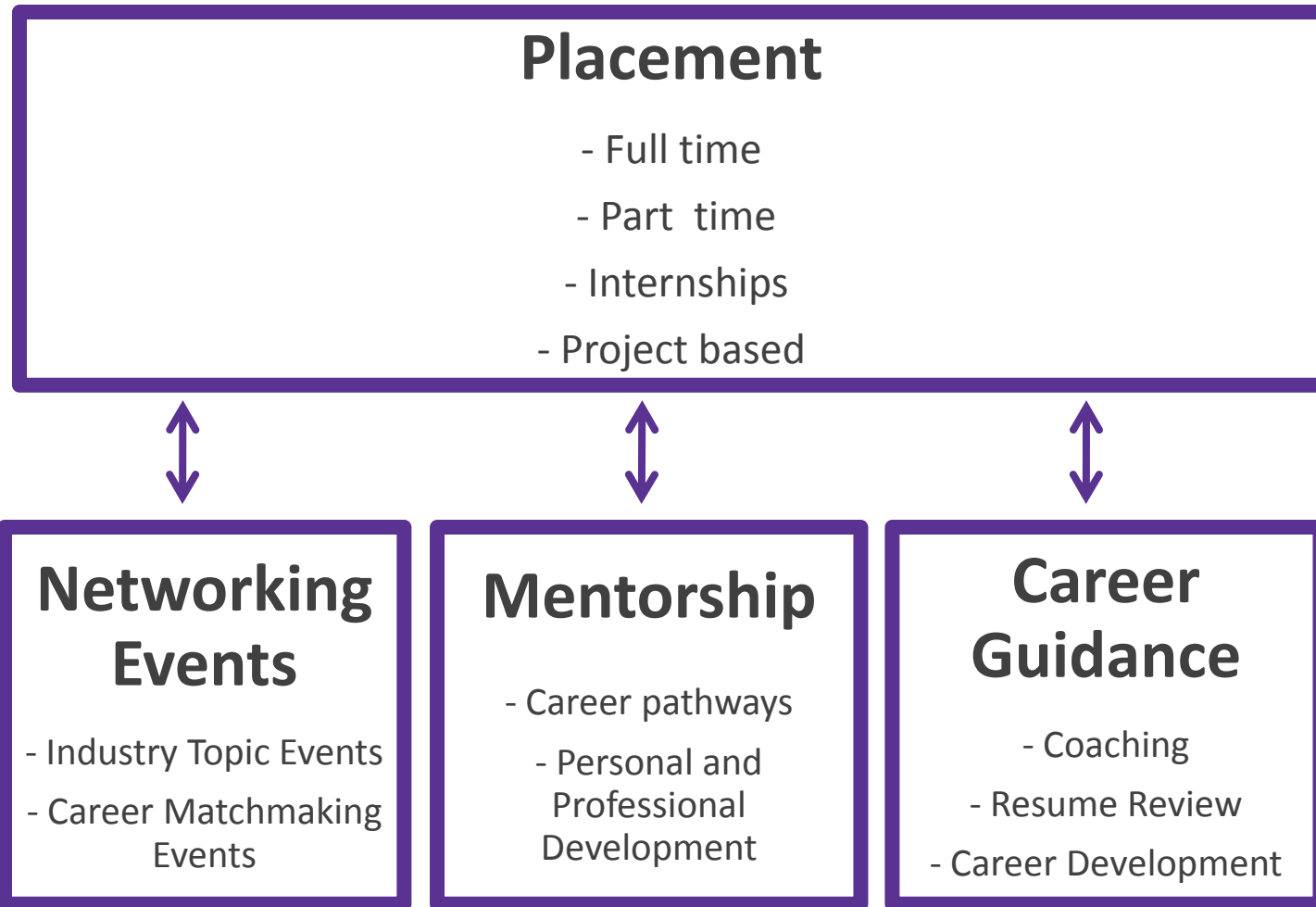
Propel fuels innovation in the life science sector by advancing companies and individuals through career placement and professional development programs.



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Propel Careers Focus



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Contact Details

Lauren Celano

Founder and CEO

Propel Careers

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Facebook: [Propel Careers](#)

Linked in: [Propel Careers](#)

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