



Division of Graduate Medical Sciences

GMS OPDPA Career Development Monthly Seminar Series

February Seminar: Looking Your Best on Paper: Building a Resume and Cover Letter for Industry



This seminar Lauren Celano, CEO of Propel Careers will focus on how to highlight experiences and skills on a resume and cover letter and the importance of tailoring these documents for specific roles. During this seminar, she will provide examples of skills and experiences that should be emphasized for different types of roles including bench research roles, non-bench research roles, business development, marketing, consulting, product/project management roles, and clinical roles. Advice will be provided regarding resume formatting and examples will be shown to highlight proper formatting. Lastly, attendees will learn how to write a tailored cover letter for a specific job description and what information a hiring manager looks for in this document.

Date and Time: Monday, February 9, 2015 4:00 – 5:20 P.M.
Location: Room L-110, BU School of Medicine, Instructional Bldg., 72 East Concord Street
Registration: Email Yolanta@bu.edu open to graduate students and postdocs



Yolanta Kovalko, Administrative Manager
Office of Professional Development and Postdoctoral Affairs
Boston University School of Medicine
Division of Graduate Medical Sciences
72 East Concord Street, L-317
Boston, MA 02118
[\(617\)638-5244](tel:(617)638-5244)
Yolanta@bu.edu