
Building a Resume and Cover Letter

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Making Connections that Fuel Innovation!

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Building a Resume is a Journey



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Outline

- Tailoring for specific roles
- Resume tips
- Formats
- Advice on information to include
- Cover Letters

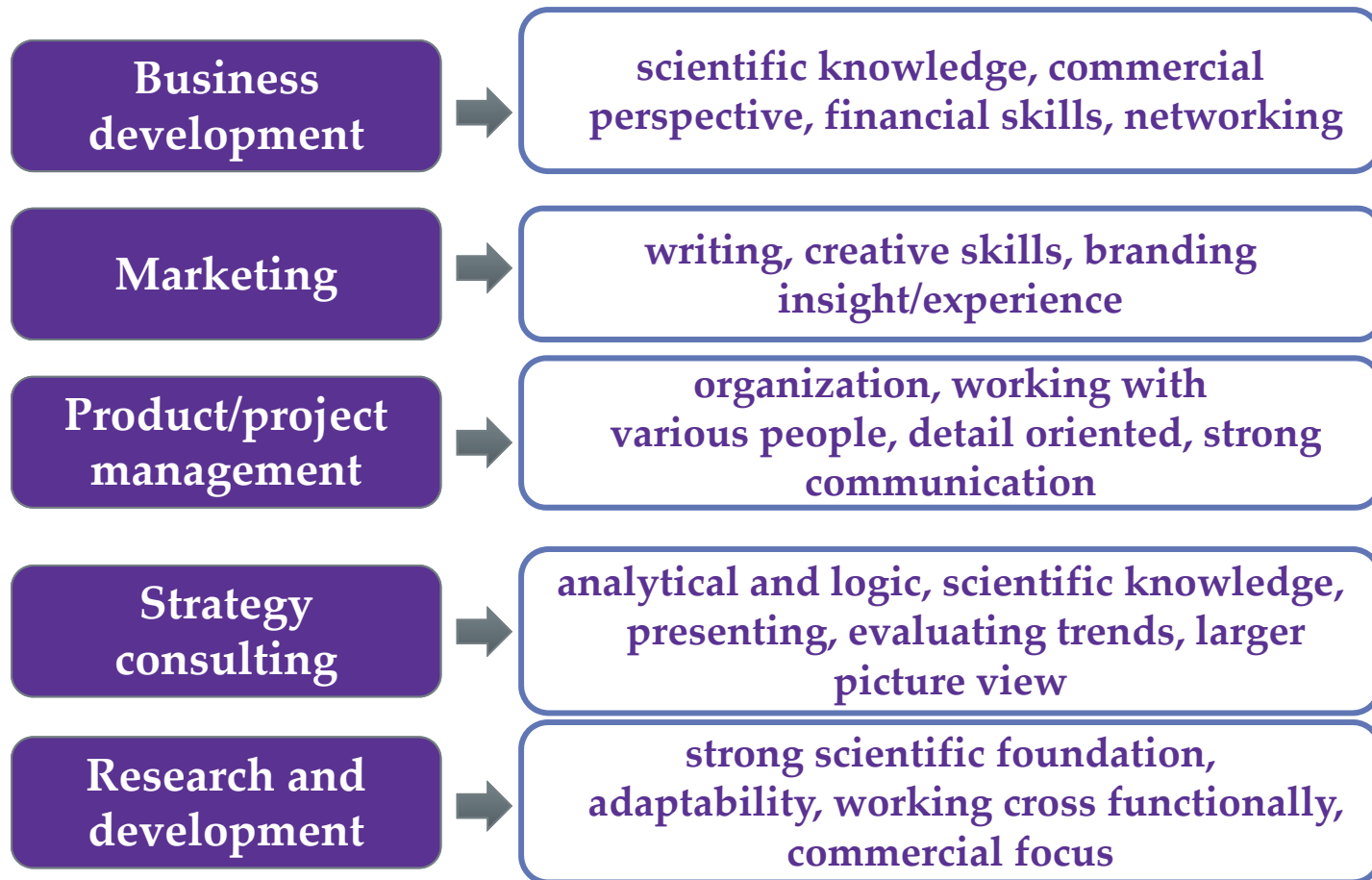
Writing a Resume – Where to Start?

A few questions to ask yourself:

- What do you want to do?
- How do you want to position yourself?
- What are you passionate about?
- What are your strengths?
- Can you tell a story about your background?

Answers to these questions can narrow down the focus of your resume

Tailor your Resume for Specific Roles



Writing 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.



A Few Points to Consider...

- Resumes tell a story
- **Customize each resume for each job application**
- Make it easy to read
- Pay attention to formatting
 - Bullet points, fonts, size, ease of reading, etc
- Put your **first and last name** in resume file name
- Two pages are okay, if you have enough experience
- Academic CVs are different from industry resumes

A Few More Points to Consider...

- If you want to do Research
 - Highlight research experiences, skills, techniques
- If you want to do non-research
 - Highlight teaching, presentation, organizational, volunteer, team work, mentorship experiences
- Industry values skills such as
 - communication, team work, organizational skills

Location

- If you are looking for a role outside of where you live, write on resume: Willing to relocate.
- In cover letter, write that you will be relocation to _____ area so that there is no question of where you will be living

Sponsorship

- If you have a Greencard, list it!
- If you are international and don't list greencard, people will assume you need sponsorship
- Larger companies sponsor more than smaller ones
 - Target larger ones to increase chances of sponsorship

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 on 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~~

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

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 Qualifications – Examples

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

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.

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



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

- 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 Scientific Experience

List what you were responsible for:

- 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
- Utilized the specific lab techniques of XXX
- Were you responsible for managing any...
 - People, budgets, activities, relationships, lab setup
- Did you present at public meetings or conferences on behalf of the lab or company?

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.



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 – “Your Tool Kit”

Organized

A networker

A negotiator

A leader

A manager

A presenter

An excel guru

Detail oriented

Good at writing

Skilled at programming

Good at keeping track of projects

A communicator (written and verbal)

Good at drawing/other artistic activities



Networking and Leadership Skills

- Have you taken leadership roles within your institution?
- 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



Listing Education

- List School with City and State
- List Thesis if you did one
- List honors
- Start with most recent first

Resume Examples



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QUALIFICATIONS

- * Excellent customer service skills; multi task, fast learner with strong secretarial and administrative support skills, working effectively as part of a team;
- * Fluent in Portuguese, English and good conversational Spanish;
- * Excellent skills in Microsoft Office (Outlook, PowerPoint, Excel, Word), Internet, Intranet, Lotus Notes.

EXPERIENCE

Temporary Research Assistant
X COMPANY

December 2011 – January 2012

- * Translation of Documents from Portuguese to English and from Spanish to English;
- * Market Research: Phone calls to Companies in Brazil, Venezuela, Mexico and Argentine compiling information for a final Report.

Research Assistant
X COMPANY | Boston – MA

April 2010 - April 2011

- * Organized documents for Preschool and After-School Program;
- * Created documents and formulas on the Spreadsheet;

Too much empty space
The summary of qualifications is good though

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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	
	<div> <div>COMPANY</div> <div>College Point, NY</div> <div><i>Data Entry/Order Processing</i></div> <div><i>(April 2009 - July 2011)</i></div> <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. </div>
	<div> <div>COMPANY</div> <div>Brooklyn, NY</div> <div><i>File Clerk (Internship)</i></div> <div><i>(February 2009 - March 2009)</i></div> <ul style="list-style-type: none"> Maintained strict organization of extensive paper filing system. Transferred confidential information with internal staff via phone. </div>
	<div> <div>COMPANY</div> <div>Flushing, NY</div> <div><i>Accounts Payable/Receivable</i></div> <div><i>(July 2007 to May 2009)</i></div> <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. </div>
	<div> <div>L&J Enterprise Corporation</div> <div>Brooklyn, NY</div> <div><i>Administrative Assistant/Accounts Payable</i></div> <div><i>(May 2006 - June 2007)</i></div> <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. </div>

- 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 $\frac{1}{4}$ 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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On-Line Personal Branding



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Using LinkedIn

- **>30% of jobs are filled using LinkedIn**
- This is not just for filling jobs...
 - Networking event follow-up
 - Informational Interviews
 - Keeping in touch
 - Searching for types of roles / companies to gain insight

Build out Your Profile

LinkedIn



Lauren Celano
Co-Founder and CEO, Propel Careers
Greater Boston Area | Biotechnology

Current	• Founder and CEO at Propel Careers
Past	• Team Leader at Boston University • Sr. Acct Manager, Business Development at SNBL USA • Account Manager, Business Development at Aptuit, Inc see all...
Education	• Boston University - School of Management • Gettysburg College • University of East Anglia
Recommendations	3 people have recommended Lauren
Connections	500+ connections

Lauren Celano's Summary

Successful business development professional with a proven track record of establishing strong relationships, growing existing client relationships, and managing complex projects. Diverse knowledge of drug discovery and development areas and experience with small and large molecule development programs.

Lauren Celano's Experience

Founder and CEO Propel Careers

Privately Held; Human Resources industry
April 2009 – Present (2 years 2 months)

Propel Careers is a recruitment firm focused on delivering a wide array of placement and career development services in the life sciences sector. Whether you are an undergraduate or graduate student, a recent graduate, or experienced professional, Propel's resources and network can be an asset to your career growth. The Propel website (www.propelcareers.com) contains information on how we can assist you with:

- Recruiting services for full-time positions with leading life sciences companies
- Securing a project based opportunity or internship in the life sciences sector
- Identifying a seasoned professional who can serve as a mentor
- Career counseling and resume review
- Networking

Please contact me at Lauren @propelcareers.com with any questions about how we might be able to help you.

Experience

Associate Director - Global Marketing

Public Company; ; Biotechnology industry
May 2008 – Present (3 years 1 month)

Product Manager - Oncology -

Public Company; 10,001+ employees; Pharmaceuticals industry
January 2007 – May 2008 (1 year 5 months)

Cardiovascular specialty sales

Public Company; , Pharmaceuticals industry
September 2003 – January 2007 (3 years 5 months)

Sales representative for cardiovascular portfolio at territory.

covering the Washington, DC

Senior Account Executive

Public Company; Marketing and Advertising industry
August 2001 – July 2003 (2 years)

Managed marketing and advertising for pharma and biotech clients in Oncology.

VS

Writing a Cover Letter

Refer to the Job Description

- Put job # or title on the cover letter
- Include your contact details – email and phone number
- Reiterate the job requirements
- Tailor your cover letter
- Don't put in random information
- Keep to 1 page

Make sure the company knows that you have read the job description

Example

Job Requirements:

- >5 years of oncology research experience
- Experience with PCR, ELISA, Transfection, etc
- Good communication and presentation skills
- At least 1 first author paper

Cover Letter Statements:

- I have over 5 years of oncology research experience having performed XX research in the labs of XX.
- I have experience with a wide variety of techniques including PCR, ELISA, and Transfection.
- I have presented my research at over 10 international meetings
- I have three first author papers in Nature, Cell and PNAS.

Contact Details

Lauren Celano

Founder and CEO

Propel Careers

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Blog: <http://www.propelcareers.com/blog/>

Facebook: **Propel Careers**

Twitter: [http://twitter.com/Propel Careers](http://twitter.com/Propel_Careers)

Linked in: **Propel Careers**

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