

Presenting Yourself Effectively in Resumes and Interviews

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Making Connections that Fuel Innovation!

Propelling Careers Podcast

Spotify and Apple Podcasts

Resume Episodes: 9, 12, 13, 14

Cover Letter Episode: 27

Interview Episodes: 19, 20, 21, 22, 23





Lauren Celano Involvement Includes

- Co-founder and CEO of Propel Careers (2009 – Present)
 - Worked with >60 organizations to hire talent
- 10 years in drug discovery / development before Propel
- Chair, MassBioEd Board
- Member, MassBio Board
- Member, National Tay-Sachs & Allied Diseases Association Board
- Advisory Board, Professional Science Masters Program, Framingham State University
- Advisory Board, New England Graduate Women in Science & Engineering
- MBA, **Boston University**, Health Sector and Entrepreneurship
- B.S. Biochemistry and Molecular Biology, **Gettysburg College**



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The Goal of the Resume

- To highlight relevant skills for the position
- The goal is to trigger a discussion about your background
- It should be tailored for each role
- It is essentially a marketing & branding document
- Don't assume people know what you do based upon your title, lab, research area, org, etc



Your Resume should be forward looking



10 Seconds ...

The average time an HR looks at your resume

Make the Time Count!!!



Tidal Wave of Applicants



Resume formatting



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Example of an academic CV

John Smith

Institution Address

Email; Phone

EDUCATION

- 2007-2013 **Ph.D. Molecular and Biochemical Nutrition**
University of California, Berkeley, CA
Advisor: Hei Sook Sul
Thesis Title: "Embryonic Development and Adult Expansion of Adipose Tissue"
- 2002-2006 **B.S. Nutrition, Chemistry minor**
Case Western Reserve University, Cleveland, OH
Advisor: Pamela B. Davis

RESEARCH EXPERIENCE

- 2008-2013 **Graduate Research**, University of California, Berkeley, CA
Advisor – Hei Sook Sul
- 2006-2007 **Research Assistant**, Metabolic Mouse Phenotyping Center (MMPC), Department of Nutrition,
Case Western Reserve University
Advisor – Henri Brunengraber
- 2005-2007 **Undergraduate Research**, Case Western Reserve University, Cleveland, OH
Advisor – Prof. Pamela B. Davis, Willard A. Bembaum Cystic Fibrosis Research Center

TEACHING EXPERIENCE

- 2007-2013 **Research Mentor**, University of California at Berkeley, CA
- Mentored one graduate student and twelve part-time undergraduate students
- 2012 **Guest Lecturer for NST 103: Nutrient Function and Metabolism**, University of California at
Berkeley, CA
- 2011 **Guest Lecturer for "The Chemistry of Cooking"**, University of California at Berkeley, CA
- 2010 **Guest Lecturer for NST 148: Food Science**, University of California at Berkeley, CA
- 2008-2010 **Graduate Student Instructor**, University of California at Berkeley, CA
- Food Science Lab, Spring 2009, Spring 2010
- Introduction to Human Nutrition, Fall 2008

HONORS

- 2012 **Stokstad Memorial Award**, Department of Nutritional Science and Toxicology, UC Berkeley
- 2009 **National Science Foundation, Honorable Mention**
- 2008 **Outstanding Grad Student Instructor Award**, GSI Teaching & Resource Center, UC Berkeley
- 2004-2006 **Alumni Scholarship**, Case Western Reserve University

Resume Example

SUMMARY OF QUALIFICATIONS

- Experienced research scientist with a background in *in-vivo* modeling and adult neural stem cells
- Proficient in techniques in molecular and cellular biology, microscopy, histology and virology
- Excellent verbal and written skills, strong interpersonal and team work skills.

PROFESSIONAL EXPERIENCE

University of SCHOOL, Boston MA

Sept 2007-2013

Lab focused on molecular neuro-oncology with and emphasis in gliomas and neurofibromas

Doctoral researcher

- Research focused on developing mouse models of gliomas. Used gene expression to study glial development and the process of tumorigenesis.
- Demonstrated that the interaction between specific combinations of genetic alterations and susceptible cell types, rather than the site of origin are important determinates of gliomagenesis.
- Adapted sorting and dissecting techniques to purify culture and implant murine neural stem cells.
- Used molecular biology, cell biology, tissue culture, histology, flow cytometry and imaging techniques extensively. Also used viral production/delivery and mouse models (somatic and germline genetic models) extensively.
- Participated in preparing and writing of operating grant applications (NIH and DOD)
- Trained graduate student, post docs and technicians in mouse dissection and surgical procedures.
- Trained and supervised technicians in the management of the mouse colony.

SCHOOL University, BOSTON MA

Lab focused on the molecular mechanisms underlying the association of obe

Undergraduate research thesis

- Investigated the effects of leptin in cardiac remodeling in human and
- Pharmacologically inhibited the Janus-activated kinase and mitogen-
- Utilized RT-q PCR to study the effects of leptin on matrix metallopro

EDUCATION

SCHOOL UNIVERSITY, Boston, MA

PhD. in Cancer Biology

- Study of the mTOR Pathway with respect to cancer formation

SCHOOL University, Boston, MA

BS, Department of Biology, cum laude

SKILLS AND TECHNIQUES

- **Molecular biology:** recombinant DNA techniques, western blotting, RT-qPCR, viral transduction, liposome mediated transfection, electroporation
- **Cellular biology:** Isolation and culture of neural stem cells, astrocytes, neurons and cardiomyocytes, apoptotic, cell cycle and differentiation assays, immunofluorescence, flow cytometry, protein extraction purification
- **Microscopy:** light microscopy, fluorescent/laser confocal microscopy
- **Virology:** Amplification and purification of adenovirus and lentivirus for *in-vivo* and *in-vitro* work
- **Tumor biology:** Stereotactic intracranial injection of cells and virus, micro-dissection of mouse brain at embryonic and adult stages, transcatheter perfusion.
- **Histology:** Immunocytochemistry, HE staining, cryosection and vibratome sectioning
- **Computer skills:** Microsoft word, Excel, PowerPoint, Photoshop, Illustrator, Flowjo, Prism
- **Language:** French, Italian, Spanish

MEMBERSHIP IN PROFESSIONAL SOCIETIES

- | | |
|--|------|
| • Society of neuro-oncology | 2011 |
| • American association for cancer research | 2010 |

PRESENTATIONS

- | | |
|------------------|------|
| • Presentation 1 | Date |
| • Presentation 2 | Date |
| • Presentation 3 | Date |

PUBLICATIONS

- List publication 1
- List publication 2
- List publication 3
- List publication 4, etc



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Confidential

Do not do... 2 columns

Postdoctoral Fellow

MPI-CBG, Germany and NCBS, India

09/2017 – Present

Dresden, Germany

Achievements/Tasks

- Worked on understanding the mechanism of polarity maintenance in *Drosophila* photoreceptors
- Performed confocal microscopy to understand localization of phototransduction proteins
- Performed affinity purification of Phospholipase D antibody
- Performed transmission electron microscopy on fly retina
- Performed western blotting and PCR to check the expression of several phototransduction cascade proteins in fly mutants

Scientist II

ThermoFischer Scientific

04/2017 – 09/2017

Bangalore, India

Research and Development

Achievements/Tasks

- Successfully performed secondary screening of over 100 in-house antibodies using confocal microscopy and western blotting
- Performed a literature survey of the antigens and made plans for testing specificity of the in-house antibody
- Analysed and interpreted the results of immunocytochemistry and western blotting

EDUCATION

DOCTOR OF PHILOSOPHY (Ph.D.)

Indian Institute of Science

07/2011 – 05/2017

Bangalore, India

Thesis

- Dissecting the role of calcium binding proteins in muscles using *Drosophila* indirect flight muscles as the model system

Cloning

western blotting

quantitative PCR

2D gel electrophoresis

Polyclonal antibody production

Protein Mass spectrometry

Protein expression

Confocal and transmission electron microscopy

Live cell calcium imaging

Immunohistochemistry

Dissection of *Drosophila* brain, muscles, ovary, photoreceptors

Primary cell culture

Cell culture maintenance

PERSONAL PROJECTS

Genetics Society of America Early Career Leader, Career Development Subcommittee (01/2018 – Present)

- Interviewed scientists who transition from academia to different fields

Mentor- Science goes to school- MPI-CBG, Dresden (04/2018 – Present)

- Platform for multinational teams of researchers offering biology workshops with hands-on experiments at Dresden schools. Taught high school students about DNA fingerprinting, DNA isolation and Model organisms

Mentor- Lecture Series in Advanced Biology, NCBS, India (01/2018 – 03/2018)

- Taught undergraduates on advanced topics in biology

Mentor- Notebook Drive Initiative, IISc

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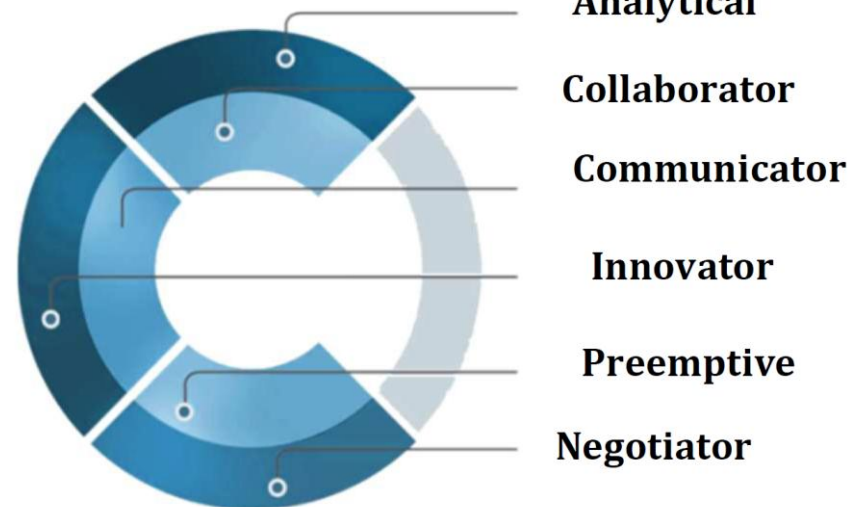
Do not do...

SKILLS

Critical thinker	●	●	●	●	○
Web Design	●	●	●	●	○
Interpersonal skills	●	●	●	●	○
Infogram	●	●	●	●	●
Reporting and analysis	●	●	●	●	○
Dependability	●	●	●	●	●
Leadership	●	●	●	●	○



SOFT SKILLS



Tailor Resumes to Roles



What to Include / when to submit a Resume

	CV	Resume
Academic PI Role	X	
Academic Research Role	X	
Academic Administrative Role		X
Industry Research Role		X (some papers & presentations)
Industry non-research role i.e. project management, clinical, regulatory, etc		X (papers & presentations optional)
All other Non-Academic Roles i.e. consulting, investment banking, venture capital, marketing, etc		X (papers & presentations optional)



How do you know what to Include in a Resume & CL?

Use the job description
to guide you



Hard Skills – Orange. Soft Skills – Purple.

Company is looking for a Scientist, dedicated to the Molecular group to utilize high-throughput techniques to generate genetically modified mouse models for pharmaceutical development.

Experience and Required Skills:

- This position requires a Ph.D. or equivalent degree in the area of biology or life sciences.
- The candidate must have experience related to Molecular Genetics with a comprehensive understanding of genetically modified mouse model generation.
- The individual should have extensive knowledge and technical proficiency in standard molecular biology techniques to work independently in the design and generation of complex targeting constructs
- Demonstrated ability to quickly learn and accurately perform new procedures involving a range of technologies
- Ability to motivate and/or supervise junior staff with a good understanding of project scheduling and timeline
- Excellent written and oral communication skills in addition to a strong desire to excel in a multi-disciplinary environment and dedication to team work are essential



Skills / Experiences to Focus on

Hard Skills

- High-throughput techniques to generate genetically modified mouse models
- Experience with state-of-the-art molecular technologies
- Familiarity with current advances in transgenic and genome engineering technologies
- Ability to design and generation of complex targeting constructs
- Publications
- Patents

Soft Skills

- Ability to trouble shoot under minimal supervision
- Scientific and technical supervision to junior staff
- Ability to maintain scientific curiosity
- Communication and documentation skills
- Ability to quickly learn
- Experience with project scheduling and meeting timelines
- Experience working in a multi-disciplinary environment and team oriented



Developing Materials for your Resume

Hard Skills

- **High-throughput techniques to generate genetically modified mouse models**
 - Led a team of 4 people to develop 3 different genetically modified mouse models to study drug targets for diabetes
- **Familiarity with current advances in transgenic and genome engineering technologies**
 - Used tools such as CRISPR and NGS to develop and characterize models. Prepared NGS library coordinated analysis with core facility. Interpreted data in order to design follow up studies.

Soft Skills

- **Scientific and technical supervision to junior staff**
 - Managed 2 research technicians, an undergraduate researcher and a graduate student to complete projects
- **Communication and documentation skills**
 - Presented work at 3 international and 4 national meetings and to the local diabetes disease foundation
- **Experience with project scheduling and meeting timelines**
 - Managed 3 collaborations (Emory, Stanford, UCLA). Developed and managed timelines and prepared monthly research summaries and the annual progress report
- **Experience working in a multi-disciplinary environment and team oriented**
 - Worked in a team with a computational biologist, chemist, and pharmacologist



Building a Resume



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Building a Resume

- Create a Master Resume
 - This can be shortened to 1 or 2 pages depending upon role applying for
- This is a living document; update it fairly often
- Keep a running list of accomplishments and activities so that the resume can be updated in “real time”
- You Choose what to Highlight



Sections in a “Master” Resume

- Education along with Additional Courses/certifications
- Research Experience
- Clinical Experience
- Teaching Experience
- Leadership / Volunteer Experience
- Outreach Experience
- Business Experience
- Review / Editing Experience
- Other experience sections such as writing, policy, outreach, etc
- Skills and Techniques
- Publication
- Presentations
- Membership
- Patents
- Etc



Don't Forget To Highlight These ...



Formatting Matters

EXPERIENCE

Company X, Boston MA

2022 – Present

Title, Department X

Contributed to technical summaries for regulatory submissions including IND and NDA

Assisted with protocol development for phase 1 trials and SOP's for data management and analysis

Trained team members on data management tools

Responsible for identifying a therapeutic target for breast cancer

Screened small molecules and identified a lead molecule which advanced from efficacy testing into preclinical IND program

Responsible for performing in vivo efficacy studies in xenograft models

Managed scientific discussions with collaborators

EXPERIENCE

Company X, Boston MA

2022 – Present

Title, Department X

- Contributed to technical summaries for regulatory submissions including IND and NDA
- Assisted with protocol development for phase 1 trials and SOP's for data management and analysis
- Trained team members on data management tools
- Responsible for identifying a therapeutic target for breast cancer
- Screened small molecules and identified a lead molecule which advanced from efficacy testing into a preclinical IND program
- Responsible for performing in vivo efficacy studies in xenograft models
- Managed scientific discussions collaborators

Summary of Qualifications



Summary of Qualifications vs Objective

- 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



Genomics / Bioinformatics or Clinical Role

Summary 1: Genomicist with expertise utilizing NGS techniques and molecular biology assays to study disease pathways involved in epilepsy, neurodegeneration, traumatic brain and spinal cord injury, and neuromuscular disorders. Established bioinformatic pipelines for RNA-Sequencing analysis for four different scientific teams at three different institutions and generated, sequenced and analyzed > 10 RNA-Seq libraries from HiSeq and MiSeq Illumina technologies. Successfully worked on multiple preclinical and clinical stage projects simultaneously with multiple industry and academic collaborators. 13 papers and numerous presentations.

Summary 2: Neuroscientist with experience performing clinical research (phase I/II) studies and contributing to FDA submissions such as IND's to develop therapeutics for neurological diseases including ALS, SMA and Batten. Experience developing clinical protocols and SOP's and working closely with clinicians to conduct trials. Successfully collaborated with 2 Pharma companies and more than 10 academic labs working in cross-functional teams.



Skills and Techniques and additional sections



Scientific / Technical Skills

Skills and Techniques

- **Molecular Biology:** Cloning, PCR, quantitative PCR, mutagenic PCR, DNA purification from Gram-positive and Gram-negative bacteria, DNA sequence analysis, plasmid design and construction, microarrays, Illumina-based sequencing
- **Protein:** Protein expression, protein purification via affinity chromatography, protein separation by SDS/PAGE, ELISAs, Western blotting, protein quantification, enzymatic protein digestion
- **Microbiology:** Construction and maintenance of mutant bacterial strains, characterization of mutant phenotypes (ie. growth curves, cell wall protein profile, biofilm assays, antibiotic and stress susceptibility, etc.), quantitative plating, bacterial staining, light and fluorescent microscopy, electronic microscopy sample preparation, transcriptional profiling
- **Virology:** Manipulation of positive RNA virus (Dengue virus) including tissue culture infection, plaquing assays, and mouse model of infection
- **Immunology and Tissue Culture:** Growth of bacteria in primary macrophages and tissue culture cells; maintenance of tissue culture lines; isolation and differentiation of primary cells; flow cytometry; cytokine analysis by ELISAs and Western blotting; immunofluorescence; transcriptional profiling by qPCR and microarray analysis; Tcell stimulation assays; quantitative and qualitative antibody assessment
- **Animal Infections:** Intravenous, intraperitoneal, and pulmonary infection, nasopharyngeal colonization of mice, full dissections and determination of bacterial load in liver, spleen, intestines, lymph nodes, lungs, nasal lavage; cytokine and antibody assessment from serum and tissue samples
- **Computer:** Microsoft Office, Swiss PDB, GraphPad Prism, Kaleidagraph, Adobe Photoshop and Illustrator, Vector NTI, EndNote, Literature Search (PubMed, MEDLINE, GoogleScholar, Science Direct)

Education Section

- List degree, thesis title, academic distinctions
- List certificates, etc. under “Additional Training”

EDUCATION

Tufts University, Sackler School of Biomedical Sciences, Boston, MA **2013**

Ph.D. in Neuroscience

- **Thesis:** Design, fabrication and development of a novel flexible electromyographic electrode array to study neural control of adaptive locomotion in soft-bodied animals.

University of Tennessee, Knoxville, TN **2006**

M.S. in Physics

- **Thesis:** Neutron diffraction study of heavy water intercalation in superconducting sodium cobaltate

Universita' La Sapienza, Rome, Italy **2003**

B.S. in Physics

- **Thesis:** Scandium doping of superconducting magnesium diboride.

Additional Coursework

Tufts University, Entrepreneurial Leadership Program, Gordon Institute **2012**

Course Focus: High Technology Entrepreneurship and Business Planning



Additional Sections

- These sections vary from person to person.

MEMBERSHIP IN PROFESSIONAL SOCIETIES

- Society for Neuroscience

2001 – Present

PATENTS

AWARDS

- Society for Neuroscience Travel Award (Harvard)
- Teaching assistant of the Year, Microbiology (UMass)

PRESENTATIONS

- Oral, Poster, Invited

PUBLICATIONS

- In press, submitted, Peer-reviewed, commentaries, book chapters, etc

Selected Publications (8 out of 51):

Selected Invited Talks and Scientific Abstracts (7 out of 46):

Additional Sections for a Resume

REVIEW AND EDITORIAL EXPERIENCE

- **Reviewer**, Research Foundation Flanders (RWO) grants 2012-present
- **Reviewer**, *Cancer Research, International Journal of Cancer, PLoSOne* 2012-present
- **Reviewer** (ad-hoc), *Nature Medicine, Cancer Cell, PNAS, JCI, Clinical Cancer Research* 2012-present
- **Guest Editor**, *Cancer and Oncology Research* 2014

LEADERSHIP EXPERIENCE

Bioengineering Graduate Student Advisory Committee (BGSAC) Chair 2012 – 2014

- Served as liaison between bioengineering graduate students & program faculty at Georgia Tech
- Implemented professional development & recruitment activities for BioE graduate program

Bioengineering & Bioscience Unified Graduate Students (BBUGS) Co-Chair 2011 – 2013

- Organized & executed activities coordinating 400+ attendees & 20+ graduate student peers
- Education & outreach events included laboratory tours, presentations, & on-site demonstrations

Biomedical Engineering Recruitment Committee Co-Chair 2011, 2012

- Coordinated student mentoring & transportation for graduate student recruitment

Biotechnology Career Fair Co-Chair 2012

- Co-chair for Georgia Tech Biotechnology Career Fair advertising responsibilities



Resume Examples



Too much info... Humanized Mouse Models Interest

Research Experience

Ph.D Student; PI: Dr. David S. Bradley, **University of North Dakota**, Grand Forks, ND

Jan 2021- Present

- Explore the potential of targeted immunotherapies in enhancing antitumor immune responses and improving cancer treatment outcomes. Initiated, designed, and executed superantigen SEI and SEG immunotherapy studies in TC-1 tumor-bearing HLA-DR3, HLA-DQ8, and HLA-DR3/DQ8 double transgenic mice, as well as in the B16-F10 melanoma model for the double transgenic mice. Led the EC50 and Vbeta profile studies in the single transgenic models and conducted intratumoral Vbeta studies in both TC-1 tumors and B16-F10 melanoma, demonstrating comprehensive expertise in experimental design and execution.
- Designed and carried out effects of Staphylococcal enterotoxins SEI and SEG on TCR Variable beta region stimulation to understand the specificity and diversity of the T cell response against tumor antigen and to further understand the mechanism of tumor immune evasion.
- Utilized advanced immunological techniques, including 13-color flow cytometry on the FACS Symphony, PCR, ELISA, Western blot, LEGEND PLEX, immunohistochemistry (IHC), and ELISPOT assays, to characterize immune cell populations, measure gene and protein expression, quantify cytokines and chemokines, and evaluate antigen-specific T cell responses in HLA-transgenic mice challenged with B16-F10 melanoma and TC-1 tumors.
- Demonstrated expertise in tissue collection, including blood, peritoneal lavage, bone marrow, inguinal lymph node macrophage collection, and tumor collection. Conducted viability dye staining, Fc block, flow cytometry panel setup, and tumor microenvironment immunophenotyping.
- Independently prepared samples, including permeabilization for intracellular staining, showcasing proficiency in complex experimental setups and comprehensive data analysis.
- Collaborated effectively with multidisciplinary teams for data interpretation and successful project outcomes.
- Handling, breeding, and performing procedures on mice regularly for immunological studies.
- Presented research at graduate achievement research day and Frank Low Day in addition to extensive presentations to the Department of Biomedical Sciences, University of North Dakota

Updated: Humanized Mouse Models Interest

University of North Dakota, Grand Forks, ND

Jan 2021- Present

Ph.D Student; PI: Dr. David S. Bradley

- Work on 3 projects using humanized mouse models to evaluate the potential of targeted immunotherapies in enhancing antitumor immune responses and improving cancer treatment outcomes for melanoma.
- Developed 2 humanized mouse models and used 3 others to complete studies including the B16-F10 melanoma model and one with TC-1 tumors.
- Use 13 color FLOW and OCR, ELISA, Western blot, LEGEND PLEX, immunohistochemistry (IHC), and ELISPOT assays to characterize immune cell populations (T, B and Macrophage), measure gene and protein expression, quantify cytokines and chemokines and evaluate antigen-specific T cell responses
- Trained research technicians on breeding, dosing, and in vivo sample collection.
- Etc



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Medical Writing Resume

Research Experience:

UMass Medical School, Dept. of Medicine Worcester, MA

July 2014 - present

Post-Doctoral Research Associate; Advisor: Dr. Gyongyi Szabo (Prof. and Associate Dean for Clinical & Translational Sciences)

- Study the role of diet induced obesity and non-alcoholic steatohepatitis (NASH) in altering macrophage polarization related to immuno tolerance and cancer progression.
- In a team of 4, developed the first animal model proving the role of alcoholic hepatitis in accelerating HCC.
- Research resulted in 2 first authored papers; Presented at "The Liver Meeting" in San Francisco, Nov 2015.
- Wrote 3 grants (one for the DoD and two for industry sponsored research projects).
- Independently reviewed 12 scientific research articles, wrote SOPs / IACUC protocols for routine labwork.
- Worked with clinicians to acquire human biopsies and reviewed IRB proposals for studies on human samples.
- Led cross-sectional teams with a pharmacologist, neurobiologist, veterinarian, biostatistician and finance person.
- Trained 2 MD/PhD fellows, 3 rotation students and 1 junior postdoc.

UMass Medical School, Department of Medicine, Worcester, MA

October 2009 – June 2014

Post-Doctoral Research fellow; Advisor: Dr. Pranoti Mandrekar

- Research focused on developing a potential therapeutic drug (17-DMAG) for alcoholic liver cirrhosis.
- Led a team of 4 comprising a research associate, technician and undergraduate student.
- Responsible for literature search for grant / manuscript writing, project designing and peer review.
- Performed statistical data analysis (GraphPad Prism).
- Published 4 papers, 2 review articles and one book chapter. Wrote 2 grants (NIH and DoD).
- Trained 2 PhD candidates, 3 summer interns, and 2 research associates.



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Entrepreneurial Resume

University of California, Davis, Davis CA

2009-2014

Graduate Research Assistant, Chemistry: PI: Dr. Shota Atsumi

- ➡ • First graduate student hired in to the lab. Helped to build the lab from scratch and develop procedures & protocols used by all future lab members.
- ➡ • Secured independent funding for research from grants. Developed ideas/directions and trained grad and undergrad students
- Research focused on developing new metabolic pathway to expand the products that can be made from *E. coli*. Research lead to 3 biotech patents & 3 publications
- Developed 2-dimensional ester pathways (published in *Nature Chemical Biology*) by engineering *E. coli* to simultaneously produce alcohol and acyl-CoA intermediates that are esterified in the cell to make esters. Produced 12 unique esters.
- Optimized production of berry flavor, Isobutyl Acetate, achieving 80% yield from glucose
- Collaborated with Japanese postdoc and performed an independent project to produce aldehyde from *E. coli*
- Techniques applied: pathway installation, gene deletion, enzyme assays, growth studies, in vivo screening, cloning, GC-FID & HPLC measurements, toxicity studies
- Idea left behind: Acetate co-utilization in *E. coli* (published in *Nat Comm.* by Yohei)
- Idea left behind: Ethylene / Ethane to biofuels using *E. coli* (patented)

You Can Have Multiple “Experience Sections”

- Research Experience
- Business Experience
- Clinical Experience
- Teaching Experience
- Writing Experience
- Leadership and Volunteer Experience
- Etc

Resume: Different Sections

Business Experience

XX Pharmaceuticals, City, State

February 2023 – September 2023

Intern, Business Development

- Provided recommendation on strategic decision to pursue in-house clinical development program v/s out-license prostate cancer asset for optimizing value.
- Assisted in preparation of business proposals. Successfully secured non-dilutive grants.
- Recommended market positioning for asset in Regenerative Medicine & Transplantation immunology space

Boutique Consulting Firm, City, State

July 2021 – December 2022

Consultant

- Advised client of boutique consulting firm. Evaluated cardiovascular market entry strategy for med-tech company in clinical imaging space. Created map of competitive landscape & scenarios for disruption created by client's technology application

University XX, Office of Technology Licensing

February 2021 – December 2021

Associate

- Evaluated commercialization potential of 2 life-science technologies: intellectual property landscape, market analysis, start-up capital requirement
- Co-wrote business plan for start-up. Received capital commitments from angels.

Research Experience

University, City, State

September 2018- Dec 2023

Postdoctoral Fellow, Department of Molecular Biology



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Interview Advice



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How do you know how to prepare for Interviews

Use the job description
to guide you



Developing Responses for Your Interview Questions

Hard Skills

- **High-throughput techniques to generate genetically modified mouse models**
 - Led a team of 4 people to develop 3 different genetically modified mouse models to study drug targets for diabetes
- **Familiarity with current advances in transgenic and genome engineering technologies**
 - Used tools such as CRISPR and NGS to develop and characterize models. Prepared NGS library coordinated analysis with core facility. Interpreted data in order to design follow up studies.

Soft Skills

- **Scientific and technical supervision to junior staff**
 - Managed 2 research technicians, an undergraduate researcher and a graduate student to complete projects
- **Communication and documentation skills**
 - Presented work at 3 international and 4 national meetings and to the local diabetes disease foundation
- **Experience with project scheduling and meeting timelines**
 - Managed 3 collaborations (Emory, Stanford, UCLA). Developed and managed timelines and prepared monthly research summaries and the annual progress report
- **Experience working in a multi-disciplinary environment and team oriented**
 - Worked in a team with a computational biologist, chemist, and pharmacologist



Fit/Match even more important

- Organizations are paying even more attention to passion for the role and culture / organizational fit



Self Reflect

- Why do you want this role?
- What excites you about our organization?
- What skills do you have that are relevant to the organization, department, team?
- What are you looking for in a role?
- What are you looking for in an Organization, Culture, or Team?
- What kind of career trajectory do you want?
- What else is important to you?



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Develop Interview Responses

Behavioral Interviewing Questions – STAR Method

- **Situation:** The context within which a job was performed or a challenge was encountered.
- **Task:** a description of your responsibility to deliver in that situation.
- **Action:** how did you complete the task or endeavor to meet the challenge.
- **Result:** what was the outcome or result generated by the action taken.



STAR Method Example

Question: Describe a time when you worked under pressure

- **Situation:** During my graduate work, I participated in grant writing to support our lab's research.
- **Task:** A grant deadline was quickly approaching and I was responsible for obtaining data to support the application.
- **Action:** To meet the deadline, I made a list of all study activities that needed to be done. I then enlisted the help of my lab mates to perform the studies and analyze the data
- **Result:** Together we met the deadline... actually, we submitted it a week early!

How Do You Prioritize Tasks

During my postdoc, I work on 5 different projects with six different research groups. I manage 3 of these projects, one of which is a project with 15 different institutions. I definitely have a lot to keep track of! I am extremely organized and have a master calendar for all deliverables. I organize bi-weekly meetings with team members from each project to monitor progress and keep us on track. If we need to reprioritize a task, I will develop a few timeline scenarios to identify the best option for the task and will communicate effectively with the team to make sure we are all on the same page



Example questions

- Have you ever had to motivate others? Tell me about such an experience.
- Tell me about a time when you learned from a mistake?
- How do you deal with conflict?
- If you could go back and start one of your projects from scratch (knowing what you know now), what would you change?
- Tell me a time when you managed a project or process? What worked well and what would you change?
- What has been the hardest problem you solved in your graduate work or postdoc and how did you overcome this?



Elevator Pitches



Who are you talking with?



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Types of Interviews

HR Person



Hiring Manager



Colleagues



HR Person – Interview Advice

- Usually a more “general” discussion
- Keep your responses more high-level
- The HR Person may or may not have your same technical /functional background
- Research them on LinkedIn



HR Interview: Questions They May Ask During the Interview



Hard Skills

- **Tell me how you have used XX Technique**

Soft Skills

- **Ability to trouble shoot under minimal supervision**
 - How do you learn new things
- **Scientific and technical supervision to junior staff**
 - How have you managed people? How do you motivate them?
- **Ability to maintain scientific curiosity**
 - How do you keep up to date on your field? What is the last article you read?
- **Communication and documentation skills**
 - How do you document new techniques that you develop? Have others been able to implement these?
- **Experience with project scheduling and meeting timelines**
 - How many projects have you worked on at the same time? How do you organize priorities?
- **Experience working in a multi-disciplinary environment and team oriented**
 - What types of people have you worked with? How did you get up to speed in their area to effectively work with them? Have you ever had any issues in teams and if so, how did you address these?



Hiring Manager: Questions They May Ask During the Interview



Hard Skills

- **High-throughput techniques to generate genetically modified mouse models**
 - What techniques did you use to do this? What would you have changed, if anything, to be more effective?
- **Experience with state-of-the-art molecular technologies**
 - What was your biggest challenge doing CRISPR, NGS, etc.
- **Ability to design and generation of complex targeting constructs**
 - Tell me about your experience doing this? How did you troubleshoot XX challenge?

Soft Skills

- **Scientific and technical supervision to junior staff**
 - How do you motivate people you have led? How do you make sure they have “learned” what you taught them?
- **Experience working in a multi-disciplinary environment and team oriented**
 - What kinds of people have you worked with for your projects



Colleagues: Questions They May Ask During the Interview



- Tell me about your work?
- How have you collaborated with someone outside of your discipline / department ?
- How do you build rapport with crossfunctional team members?
- How have you worked best with people from (my) type of department/role?
- What excites you most about this role or organization?
- What is something you have done in your current or previous role to help build comradery and/or strengthen the culture?



Questions for Interviewers

HR Person



Hiring Manager



Colleagues



What happens to your job application

HR Person



Vancouver Manufacturing
460-1100 Street Vancouver, Washington 98661
(509) 425-0335 vancouvermfg.com

September 15, 2015

Mr. John Taylor
Executive Director
460-1100 Street
Vancouver, WA 98661

Dear Mr. Taylor:

We are an excellent manufacturer, we have a variety of engineering services and we support local craft industries manufacturing by engineering.

We are a family-owned, manufacturing and engineering and we are currently seeking experienced, working-class or senior level people with a background in the industry. We are currently looking for individuals who are currently in the field of manufacturing, mechanical, electrical, and/or civil engineering.

Please send us a copy of your resume and a copy of your portfolio to: info@vancouvermfg.com

Thank you for taking the time to read our advertisement. We appreciate your interest in our business.

Sincerely,
Vancouver Manufacturing

Hiring Manager



Maybe

Vancouver Manufacturing
 3601-1040 West 41st Avenue, Westridge/BC
 V6M 2G5 Vancouver
 (604) 271-1000

September 20, 1992

Mr. John Taylor
 Director of Operations
 2001 - 15th Avenue
 Vancouver, BC V6M 2G5

Dear Mr. Taylor:

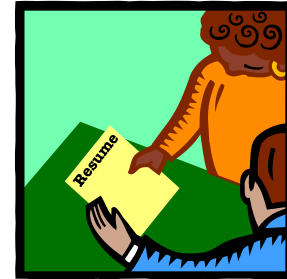
We are pleased to inform you that we have successfully completed the purchase of the Vancouver Plant of Vancouver Manufacturing Corporation.

Our focus is on change in management and we will be providing the same services, selling directly or through our agents such as the following: we would appreciate if you would provide this information to the attention of your accounts payable department, please find our card.

Thank you for being one of our customers, we appreciate our cooperation in this matter.

Sincerely,
 Director, Vancouver Manufacturing

Interviewers



Contact Details: Connect with Propel



Lauren@propelcareers.com

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