



# Resume Writing and Interview Survival Guide

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# Agenda

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- Overview and introduction
- Resume Writing
- Getting Noticed
- The Big Game
- Questions and Answers



## My Background

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- BS Degree in Biology/Veterinary Technology
- 8 years of experience in a lab and clinical environment
- 8 years of recruiting experience within the Pharmaceutical/Biotech Space
- Companies – Amgen, Pfizer, Parexcel, small biotechs
- Experience from Discovery to Manufacturing/Quality



# Drafting your Resume

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Do's and Don'ts



## Resume Writing – Do's

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- ❖ Choose content over format
- ❖ Include all relevant contact information
- ❖ Include accomplishments
- ❖ Spell Check, spell check, spell check
- ❖ Put experience in reverse chronological order
- ❖ Add a technical skills list
- ❖ Include a summary of qualifications or power statement
- ❖ Quantify
- ❖ Edit resume for every job you submit for



## Resume Writing – Don'ts

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- ❖ DO NOT include personal information like SSN#, age, race, weight etc.
- ❖ DO NOT exaggerate your responsibilities or skills
- ❖ DO NOT repeat the same action words throughout the document
- ❖ DO NOT use difficult to read fonts
- ❖ DO NOT use the same resume for every job.
- ❖ DO NOT include information that is not relevant to the position you are applying to.
- ❖ DO NOT forget to spell check and proof read.



# Resume Examples

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**Objective:** Seek challenging position in microbiology or other related fields of study.

**Education:** **Indiana University, Bloomington, IN**

B.A. in Microbiology.  
December 2007

**Personal:** Citizenship: U.S.

**Lab Techniques:**

- **Organization:** keeping clearly organized and updated lab notebook for patent purposes
- **General Lab skills:** experienced with strong bases/acids/oxidizers; working experience with hazardous materials/ particulates/ and other general safety protocols
- **Microbiology:** aseptic technique; microbial cultivation including media preparation, plating, microscopy and related skills
- **Analytical:** Sample preparation and assays including carbohydrates (HPLC); and metals (ICP)
- **Chemical (electrochemical):** assembling electrochemical cells, running and monitoring electrochemical cells, electroplating (Zn, Fe, Cu)



# Resume Examples

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## **RELEVANT EXPERIENCE**

**Internship, Biogen Idec, San Diego, CA**  
*Laboratory Intern, Protein Engineering Department*

Summer 2006, Summer 2007

### **Summer 2007**

Purified proteins from a periplasm and cytosolic preparation using the AKTA (Protein A). Performed SDS-PAGE, Western blotting and ELISA for analysis of samples.

Cloning of a bispecific antibody using methods such as mini preps, restriction enzyme digestion, ligation, transformation: chemical TOP10 and electroporation W3110, agarose gel electrophoresis, and gel fragment excision and purification.

Assisted with cloning and site-directed mutagenesis to create scFv variant libraries.

Screened antibody and scFv variant libraries using a DELFIA assay. For positive hits, performed further stability testing using a temperature gradient to determine the T50.

### **Summer 2006**

Collaborated with a group of six on various projects relating to the research and development of recombinant therapeutic antibodies. Performed experiments utilizing protein engineering, molecular **biology**, and cellular engineering techniques, such as DNA cloning, polymerase chain reaction, protein expression, site-directed mutagenesis, ELISA, DNA analysis, and gel electrophoresis.

**UC Irvine, Department of Anatomy and Neurobiology, Irvine, CA**  
*Laboratory Assistant - Dr. Anne Calof*

Sept. 2006 – June 2007

Performed bacterial cloning, polymerase chain reaction, and immunohistochemistry.

Maintained a transgenic mouse colony including census, weaning, timed matings, tissue biopsy, and sacrificing.

**Internship, Alcon Laboratories, Irvine, CA**

Summer 2005

*Product Test Assistant, Engineering Documentation, Machine Shop Assistant*

Analyzed chemical and crude components of finished products to ensure they met federal safety guidelines; created reports of this information using Excel to track and solve problems.

Implemented a labeling and “parts scanning” process for the entire machine shop, which achieved greater efficiency.

Assisted in identifying and obtaining samples for material testing.

**Scripps Institution of Oceanography, La Jolla, CA**  
*Laboratory Assistant*

Summer 2004

Assisted in a research project on stable isotope analysis of tropical marine ecosystems

Dissected small samples of muscle tissue from various species of prey fishes, weighed the samples to 0.01 g precision, and measured the length of the fish



# Resume Examples

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## **EDUCATION AND HONORS**

**Bachelor of Science** in Animal Physiology and Neuroscience, **Minor** in Human Development

*University of California, San Diego, La Jolla, CA*

*June 2009*

Thurgood Marshall College

Cumulative GPA: 3.3

Provost Honors, awarded in Fall 2004

## **RELEVANT COURSES**

Molecular Biology

Cellular Biology

Mammalian Physiology

Recombinant DNA Lab

Organic Chemistry

Cellular Neurobiology

Structural Biochemistry

Animal Physiology Lab

Genetics

Neural Development

Metabolic Biochemistry

Microbiology w/Lab

## **KEY SKILLS & ABILITIES**

MS Word/Excel/Powerpoint; Adobe Photoshop.

Experience with immunoassays, sterile techniques, and streaking techniques

Excellent written and verbal communication skills.

Enjoys working independently but loves collaborative work.

Organized, highly motivated, detail-oriented, and efficient at multitasking



# Resume Examples

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## TECHNICAL SKILLS

**Mammalian Cell Culture** – Experience with culturing, proliferation and differentiation of human neural stem cells. Live culture maintenance of other cells lines like CHO, JURKAT, HEK293, HeLa, NIH3T3, 3T3L1, Murine embryonic stem cells and Feeder layers, cell viability assays and microscopic techniques.

**Advanced laboratory techniques** – Immunofluorescence staining, flow cytometry, ELISA, immunodiffusion and immunoelectrophoresis, RNA silencing and RNA interference, protein crystallography, chromatographic techniques.

**Basic laboratory techniques** – Bacterial gene cloning, DNA isolation and purification, primer designing, polymerase chain reaction (PCR), recombinant protein expression and purification, protein gel electrophoresis, immunoblotting.

**Computer skills** – Database searches (*NCBI, PDB*), using NCBI applications, Building electron density maps (*WINCOOT*), Microsoft office applications (*Word, PowerPoint, Excel*), image editing software (*Q-Capture, Infinity capture*), Adobe Photoshop CS3.

## EDUCATION

**Master of Biotechnology & Bioinformatics**, December 2008  
California State University Channel Islands  
Camarillo, California, United States

**Bachelor of Life Sciences**, April 2005  
Ramnarain Ruia College of Arts and Science  
Mumbai, India

## RESEARCH EXPERIENCE

**Research Assistant**, July 2008 – May 2009

**Biology Department**

*California State University Channel Islands, CA*

Examined the effects of small molecule dietary antioxidants on the proliferation and differentiation of human neuron stem cells by using flow cytometry and immunofluorescence staining techniques under the supervision of *Ching-Hua Wang, M.D., PhD, CSUCI*.

Duties included maintenance of human neural stem cell line in terms of cell feeding, splitting, freezing and thawing.

Selection and ordering of antibodies, determining the optimum antibody dilutions.

Designing protocols for immunofluorescence staining and flow cytometry.

Data analysis and troubleshooting using *Guava ExpressPro* software and statistical methods.

Immunofluorescence microscopy and image analysis of human neural stem cells using software like *Q-Capture* and *Infinity capture*.

Record keeping, ordering, stocking supplies and reagent preparation. General laboratory maintenance including tissue culture hoods, incubators, water baths, refrigerators, CO<sub>2</sub> and liquid nitrogen tanks and autoclaves.



# Questions/Discussion on Resume Writing

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# Getting Noticed

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- Remember finding a job is a job in itself
- Know your target(s)
- Network, network, network
- Stay current
- Be persistent
- Go above what your competition would do
- Use technology to your advantage
- Leverage your old relationships to form new ones.
- Pinpoint your resume for specific jobs



# Useful web sites

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## Networking:

[Linkedin.com](https://www.linkedin.com)

[Spoke.com](https://www.spoke.com)

[Zoominfo.com](https://www.zoominfo.com)

## Job Boards:

### National Boards:

[monster.com](https://www.monster.com), [biospace.com](https://www.biospace.com), [medzilla.com](https://www.medzilla.com) etc

### Niche Boards:

[nature.com](https://www.nature.com), any association within the sciences, companies web sites

## Informational sites:

[Bio-link.org](https://www.bio-link.org)

[Phrma.org](https://www.phrma.org)



## Questions about networking and getting noticed

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# The Interview Survival Guide

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# “The Big Game”

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## Quick Tips for a Successful Interview

- Be early and know where you are going.
- Get an idea of who your audience is
- Do your homework
- Have questions ready to ask
- Know your research inside and out
- Breathe and relax
- Dress to impress
- Bring a pen, note pad and other survival gear
- Focus on your answers and practice



# What to Expect on Interview Day

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- Expect to be there for the entire day so clear your schedule.
- Expect to meet 5-8 people some in team interviews
- We will feed you and provide plenty of water
- Expect to be asked about your research, technical skills and motivations.
- We will not only focus on technical competencies but we will focus equal weight on behavioral based competencies
- Expect to have competition



# Behavioral Based Interviewing

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Definition- A style of interviewing that uses past situations to predict future behaviors.

## Common Behavioral Competencies:

- Adaptability
- Applied Learning
- Building Strategic Work Relationships
- Continuous Learning
- Decision Making
- Managing Conflict



# How to Answer These Questions

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- Breathe, think and speak – not the other way around.
- Be honest
- Don't use the same examples for all interviewers
- I look for 4 things in an answer and this philosophy can be utilized to answer any type of question.

Situation

Task

Action

Result

You want to avoid being vague, over opinionated, too theoretical or speculative



# Sample Questions

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## Adaptability

Tell me about a situation in which you had to adjust quickly to a significant change in organization, department, or team priorities. How did the change affect you? What did you do?

## Applied Learning

Have you ever had to learn new information about changing processes or procedures? Tell me about one of those situations and how you learned the new information.

## Building Strategic Work Relationships

Give me an example of a time when you worked with a group/team to determine project responsibilities. What was your role? What process did the group/team use? What difficulties or issues came up?

## Continuous Learning

Describe a situation in which you capitalized on an opportunity to learn a new skill.

## Decision Making

Describe the most complex problem you've recently been asked to solve. What did you do? What alternatives did you consider? What was the result?

## Managing Conflict

Describe the most difficult conflict you've been involved in. What actions did you take to resolve the conflict? What was the outcome?



## Other tips for interviewing

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- Make sure you collect all interviewer's business cards
- Send a quick thank you at the end of the day
- We may require a research presentation for some positions, so prepare accordingly
- Never let your guard down, always act professional and respectful to everyone you meet no matter what their title is.



## What Do You Do After the Interview

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- Send thank you notes
- Cross your fingers
- Keep looking until you have an offer
- Follow up
- Always have a contingency plan



# Questions and Answers

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