University of California
San Francisco

Successful Applications for Industry Scientist Positions

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Seminar Goals

- Writing resumes
- Applying for jobs

How do scientists get hired in industry?

Step 1: Human Resources Screener

– General fit

– Reviews cover letter and resume for about 30 seconds

Application Materials You Need

- General resume
  – For networking

- Job application resumes
  – General resume tailored for the job description

- Cover letter
  – Tailor for each job description

CVs vs Resumes

Curriculum Vitae (Academia)

- Unlimited length
- Complete academic history
- No “Profile” or “objective”
- Tailored to *type* of position
- Standard section headings & content
- Just the facts
- Cover letter and references: Important!

Resume (Industry Scientist)

- 1-2 Pages, with publications
- Selected history
- Begins with “Profile”
- Tailored to *each individual* position
- Highly-tailored section headings & content
- Some self-promotion expected
- Cover letter: Brief, less important, explains *why* that job and/or company
- References: Omitted unless requested (rare)

Sections of a Typical Resume

- **Heading -** Name, address, phone (not lab), email, website
- **Profile or Summary or Highlights**
- **Education**
- **Certification or Licensure** (if needed)
- **“Experience” Sections** – Research, Teaching, Mentoring, etc.

Sections of a Typical Resume

- **Skills or Techniques** – categorized list
- **Awards** – describe if not obvious
- **Presentations and Publications** at end
- **Generally no references listed**
  - Or “References available upon request”

How to Tailor Your Resume

- Carefully read the job description
- Make a list of the criteria
- Edit the Profile section to fit the list of screening criteria
- Edit sections of resume so that the claims in your Profile section are *clearly* supported

“Summary” or “Profile” Section

- First section of resume
  - ➢Quickly shows a match between position requirements and your qualifications – helps HR
  - ➢Provides a hook for the hiring manager
- One or two-line statement that categorizes and sub-categorizes you
- Then bullets mapping your background to the job description
- *Clinical pharmacologist with post-doctoral PK/PD background and experience with regulatory guidelines and applications*

Job Ad Informs Your Summary/ Profile

Scientist – Protein Chemist
The Technology Development team is seeking a uniquely qualified individual to establish a new project that combines **our chemical synthesis core technology with state of the art** combinatorial peptide methods.

Requirements:
- PhD in **Biochemistry**
- 2-5 years **of experience in industry** or a combination of industry and related postdoctoral experience
- Experience with **structural biology, NMR or X-ray crystallography** is a plus
- Background in folding **and purification of proteins** is highly desirable
- The job entails both bench work and **management skills**
- The job demands excellent **communication skills, writing skills and the ability to work in teams**

Example “Summary” or “Profile”

Ch’en Shu

Dept. of Biochemistry & Biophysics
Box 000
University of California at San Francisco
San Francisco, CA 94143

Phone: (415) 111-2222 (H)
(415) 333-4444 (W)
e-mail: shu@ucsf.edu

PROFILE

Protein chemist with more than 5 years combined post-doctoral experience in industry and academic settings

- Extensive background in chemistry and structural biology
- Protein purification experience
- Experience with NMR and X-ray crystallography
- Excellent communication, teamwork and writing skills developed through previous industry position, bench and management duties

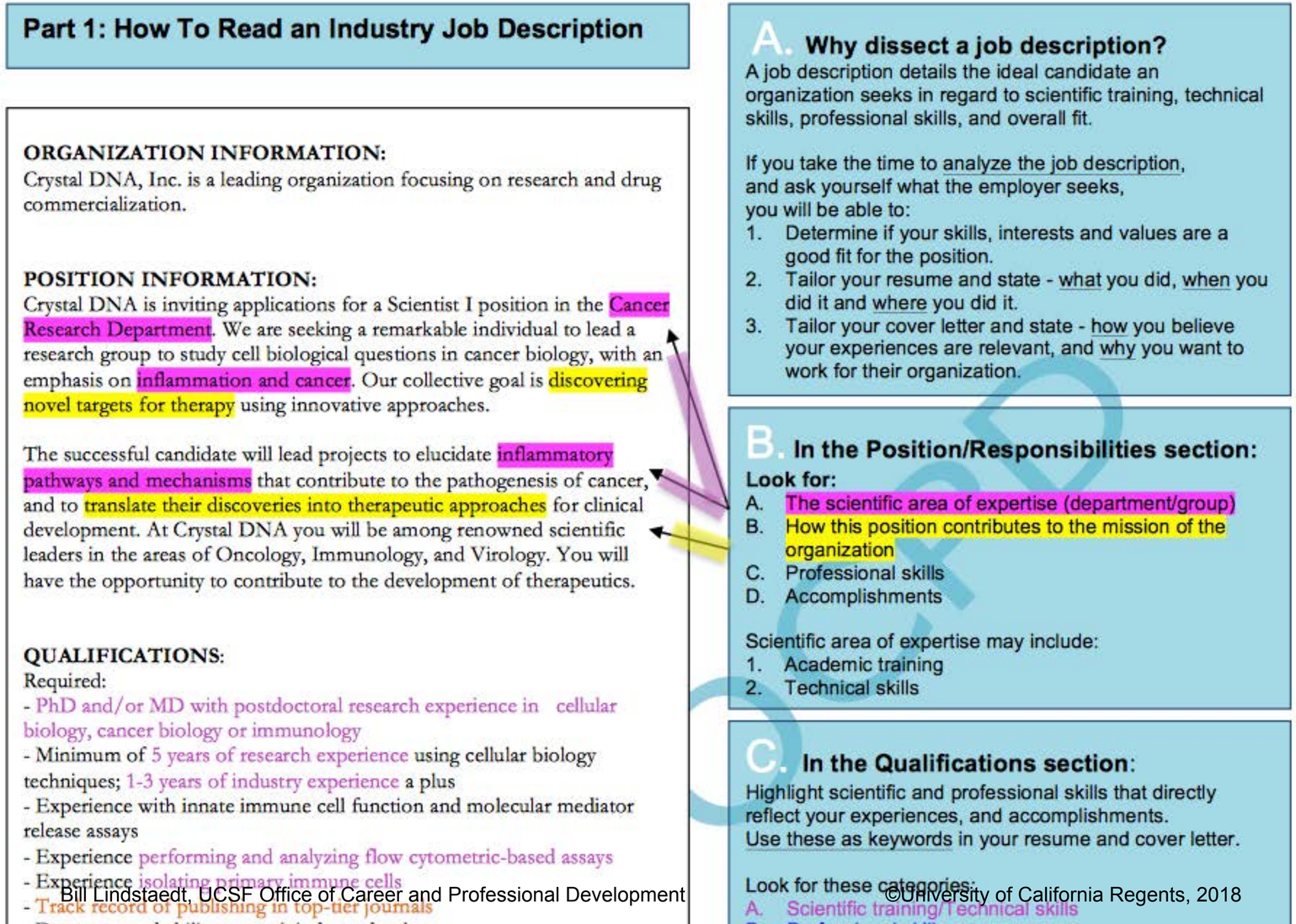
Where to Find Resume Help

Samples & step by step instructions:

career.ucsf.edu

-PhDs -> (NAC) CVs, Resumes, and Cover Letters

Available Resource: How to Read a Job Description



Part 1: How To Read an Industry Job Description

ORGANIZATION INFORMATION:
Crystal DNA, Inc. is a leading organization focusing on research and drug commercialization.

POSITION INFORMATION:
Crystal DNA is inviting applications for a Scientist I position in the Cancer Research Department. We are seeking a remarkable individual to lead a research group to study cell biological questions in cancer biology, with an emphasis on inflammation and cancer. Our collective goal is discovering novel targets for therapy using innovative approaches.

The successful candidate will lead projects to elucidate inflammatory pathways and mechanisms that contribute to the pathogenesis of cancer, and to translate their discoveries into therapeutic approaches for clinical development. At Crystal DNA you will be among renowned scientific leaders in the areas of Oncology, Immunology, and Virology. You will have the opportunity to contribute to the development of therapeutics.

QUALIFICATIONS:
Required:
- PhD and/or MD with postdoctoral research experience in cellular biology, cancer biology or immunology
- Minimum of 5 years of research experience using cellular biology techniques; 1-3 years of industry experience a plus
- Experience with innate immune cell function and molecular mediator release assays
- Experience performing and analyzing flow cytometric-based assays
- Experience isolating primary immune cells
- Track record of publishing in top-tier journals

A. Why dissect a job description?
A job description details the ideal candidate an organization seeks in regard to scientific training, technical skills, professional skills, and overall fit.

If you take the time to analyze the job description, and ask yourself what the employer seeks, you will be able to:
1. Determine if your skills, interests and values are a good fit for the position.
2. Tailor your resume and state - what you did, when you did it and where you did it.
3. Tailor your cover letter and state - how you believe your experiences are relevant, and why you want to work for their organization.

B. In the Position/Responsibilities section:
Look for:
A. The scientific area of expertise (department/group)
B. How this position contributes to the mission of the organization
C. Professional skills
D. Accomplishments

Scientific area of expertise may include:
1. Academic training
2. Technical skills

C. In the Qualifications section:
Highlight scientific and professional skills that directly reflect your experiences, and accomplishments.
Use these as keywords in your resume and cover letter.

Look for these categories:
A. Scientific training/Technical skills

Available Resource: How to Write a Cover Letter

Part 2: How To Write a Targeted Industry Cover Letter

Rosalind Franklin
DNA, Inc. San Francisco
14 Famous Women Way
San Francisco, CA 94114

June 1, 0000

Dear Dr. Franklin:

I read the description for the Scientist I position at DNA, Inc. with great interest. I am a postdoc studying Cancer Research at UCSF and believe that I have the skills and qualities necessary to be a successful addition to your team - a balance of cell biology bench experience, project management experience, and a demonstrated commitment to translational research. The possibility of contributing to the groundbreaking research at Crystal DNA, Inc. that is impacting human health is an exciting prospect.

I have 8 years of experience in **applying cellular biology techniques to investigate immune signaling** pathways that are critical in cancer research. Specifically I have:

- Expertise analyzing inflammatory activation in primary innate immune cells using flow cytometry and other cellular assays.
- Co-authored 12 papers and published in journals such as Cancer Cell.
- Collaborated with industry scientists, and believe I have a good understanding of how to design experiments to answer clinically relevant questions.

In addition to my research training, I have **project management**

A. Why write a cover letter?

A *resume* reports your relevant scientific training and professional skills – it tells the reader what you did, when you did it and where you did it.

A *cover letter* covers the how and why – how you believe your experiences are relevant, and why you want to work for their organization. It sheds light on the specific skills that make you a qualified candidate, your interest in industry research, and explains how you'd contribute to their organization.

B. Often, employers only skim the first paragraph, so Marie's paragraph is a summary of:

E. What she brings to the table (experience & skills)
F. Why she wants the job (desire)

This includes her:
1. Scientific training
2. Professional skills
3. Desire

The skeleton of your cover letter will follow the same format as your first paragraph.

C. In the second and third paragraphs:
Summarize your range of skills and experience. Highlight skills in your resume that directly reflect the skills in the job description. Use keywords.
Emphasize any industry experience or industry

Available Resource: How to Tailor Your Resume

Part 3: How To Write a Targeted Industry Resume

Marie Curie, Ph.D.
San Francisco, CA 94114, 415-555-2345, Curie@ucsf.edu
US Permanent Resident

SUMMARY

- Five years of postdoctoral research in tumor immunology, with focus on cell interactions that regulate cell migration
- Experience includes flow cytometry, molecular mediator release assays (ELISAs), cell migration assays, primary immune cell isolation and cell culture techniques
- Lab supervisor of flow cytometry equipment, microscopy equipment, and animal facility
- Experienced in working collaboratively with chemists and industry scientists

The **Summary** section is the abstract for your resume:

- Summarize your relevant scientific training and professional skills.
- Tailor this section to the job description.
- Remember to back up the experience listed here, in the sections below!
- Be concise – a paragraph is okay, but keep in mind bullet points are easier to skim.

RESEARCH EXPERIENCE

Cancer Research Lab, Postdoctoral Scholar 01/2000 - present
University of California San Francisco, CA
Project: Tumor cell migration

- Investigation of the chemokine and cytokine release from tumors using flow cytometry-based assays on primary immune cells; pioneered new ex vivo technique for the lab
- Molecular mediator expression profiling of different cell populations from tumors; in collaboration with industry partners
- Supervisor of 1 graduate student and 1 research associate
- Manager and instructor for flow cytometry and multiplex ELISA equipment

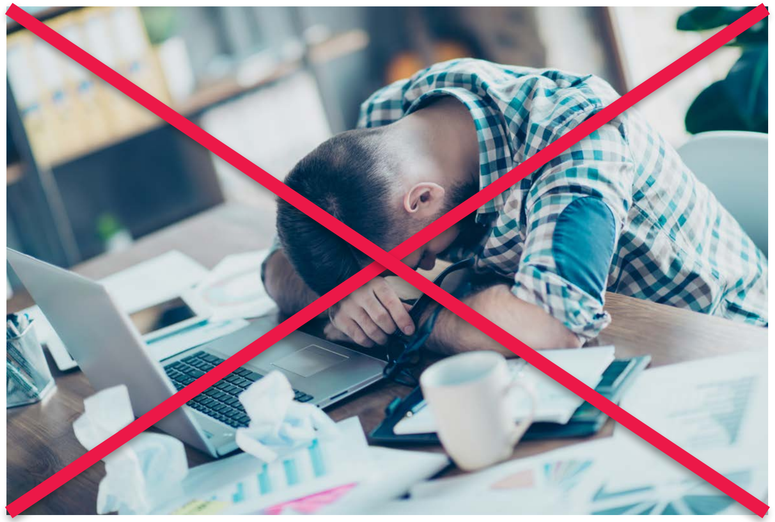
Immunology Lab, Graduate Student 08/2000 – 05/2000
University of Geneva, Switzerland
Project: Chemokine biology in zebrafish

Use the **Research/Scientific Exper.** section to highlight specific skills that the employer seeks. Include components of **C.A.R.**:

- **C**ollaborations - Include relevant collaborators.
- **A**ctions - Write about your research for a lay audience. Include technical skills sought in the job description. Leave out other technical skills to avoid making it harder to see how you're a good fit for the position, or consider creating a separate Technical Skills section.
- **R**esults and **R**oles - When possible include the impact of your findings, any

Job Hunting Techniques – What actually works?

Spend Your Time Talking to People



Only ~25% of First Jobs Come from Just Online Applications

"I spent two hours applying for jobs on Biospace.com. Then I got offered four jobs. Now I'm the CEO of the company!"

SEEKER PROFILE

Mike W.
CRA Program Manager (B2B Community Lending)
San Diego, CA

Commute to work:
Often work at home

Best thing about my job:
"I get to work my own schedule."

Monster Facts:
Number of jobs...

Applied to:	10
Interviewed for:	5
Offered:	3

Use Your Network to Find Jobs

Job Hunting Techniques That Work

1. Networking with contacts in your field

2. Third party recruiters

3. Applying for online job announcements

1. Networking in Your Field

- Informational interview with each contact
- Knowledge of “hidden” jobs
- Your new network will supplement your online applications

Use Meetings and Conferences

- Invite industry scientists to your poster/talk
- Ask industry scientists to coffee
- See if they are planning to attend a networking session on the conference schedule

Helpful Advice

- Articles by Dave Jensen on sciencecareers.org
  - “Networking Part 1: Making the Most of Your Contacts”
  - “Networking Part 2: More Networking Scenarios”
  - “More Than Just a Job-Seeking Tool”

2. Third Party Recruiters

- “Headhunters” or “Search Firms”
  - Consultants to find & screen potential employees
  - Paid by employer, not job seeker

How to Get Headhunters to Help You

- Be visible in your field

AND/OR

- Develop list of headhunters
- Send a resume for their db
- Follow-up by phone
- Check in with them every 2 months to “update your resume” or ask advice

How to Find Headhunters

Resources:

- Google:
  - "*immunology* search firm"

Post your resume:

- Monster, etc
- Biospace
- Update your LinkedIn profile

Life science contract agencies:

- Kelly Scientific
- Lab Support
- Yoh Scientific
- Lab Pros
- Kforce

3. Answering Job Postings Effectively

1. Locate an interesting position
2. Research position & company
3. Create targeted resume & cover letter
4. Submit resume as instructed in ad
5. Email resume with letter to a scientist within the company

Send a 2nd Application to a Scientist

- Someone you know

Or

- A scientist at the company

Example 2nd Application

- **Attach PDF Resume**

Subject: Inquiry about protein chemist position

Dear Dr. Adams:

I have been reading with interest about the scientific developments at Abgenix. And because of my background in XYZ, I have been reading with particular interest the fascinating work that you have been doing in the area of XYZ.

I recently noticed a job posting on the Abgenix website for a Protein Chemist (Job #112345J), for which I feel I am very well qualified. I have already applied on line to the Human Resources website but I was wondering if you would be willing to also send my attached resume on to the scientist who is hiring for the Protein Chemist position? Or, if you are the hiring scientist, I hope you will read my resume and consider contacting me for an interview!

Thank you for your assistance.

Sincerely,
Fred Jones

Dept. of Immunology, UCSF
415-555-5555
fred@ucsf.edu

Timeline for the Job Hunt

- 6+ months for a PhD-level scientist leaving academia
- Commit to spending X hours per week on your job search
- Spend your time on each technique in proportion to effectiveness

- **Stay with it! It works!**