

How to Create a Resume/CV

A resume or CV is one of your marketing tools – you have to make sure that it looks great. Here are some general tips to get started:

- Resume or CV?
 - a hybrid of the two is best
- Pick a font (style and size) that's easy on the eyes
 - Tahoma, Calibri, Cambria, and Verdana are good ones
 - Depending on the font, go with 11 or 12 point for content and 14 point for titles
- Contact Information on top of first page
 - Include first and last name, personal email, and cell phone number
 - Ensure information is current and accurate
- Professional Experience
 - Your current experience is where most hiring managers will look first
 - This should be in the first section on first page after your name and contact information
 - Ensure that your current position is described in present tense, and past positions are described in past tense.
- Include both accomplishments + responsibilities for all roles
- Include all of your publications, presentations, awards, honors, technical skills, and education
- Save and send your resume as a pdf file
- Be sure to check out the “properties” section of your resume
- Your resume is your autobiography and you want hiring managers to see your story
 - If you're a scientist, don't limit your resume to one or two pages



Example of Resume Setup:

Kerry Boehner

Kerry@kobsolutions.com

cell: 412-334-2018

Professional Experience

ABC Pharmaceuticals June 2016 – present

Senior Scientist April 2018 - present

Accomplishments:

--include 3-6 bullet points

Responsibilities:

--include 3-6 bullet points

Scientist I June 2016 – March 2018

Accomplishments:

--include 3-6 bullet points

Responsibilities:

--include 3-6 bullet points

XYZ Biotech June 2014 – May 2016

Post-doctoral Fellow

Accomplishments:

--include 3-6 bullet points

Responsibilities:

--include 3-6 bullet points

Technical Highlights and Skills this can include lab skills, types of equipment you use, etc

Education include schools, degrees, dates with most recent degree listed first

Honors and Awards employee or team awards, society honors, etc

Associations include dates that you were a member, especially if you're no longer a member

Publications, patents, presentations, etc it's best to include all of them and do in reverse chronological (most recent first)

References no need to include as these can be provided later in the process

Recruiting Solutions in Pharma + Biotech

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More on Accomplishments vs Responsibilities

- You need both for a great resume
- Responsibilities are “main functions” – what do you do on a day-to-day basis?
- Accomplishments are special achievements – one time occurrences

Examples of Accomplishments:

- Improved overall yield from 5% to 32% by telescoping steps and improving the final crystallization
- Significantly reduced number of processing steps, improved yield of the intermediate, and also reduced number of solvents
- Successfully commercialized new product line that generated over \$2M in revenue in 2019
- Reduced cost of expression by 40% by implementing new protocols

Examples of Current Responsibilities: (in present tense)

- Design and validate cell-based and functional assays for therapeutic antibody projects
- Lead a team focused in molecular modeling, bioinformatics and software for lab automation
- Establish bridges between early genomics information flow and downstream process for lead optimization
- Drive development of new technologies for rapid parallel synthesis and analytical data delivery

Examples of Past Responsibilities: (in past tense)

- Analyzed serum, plasma, and biological tissues from pre-clinical animal studies for biomarker evaluation
- Developed a strategic planning process to support business needs
- Led a team to identify, prioritize, and progress GPCR projects for three therapeutic departments
- Generated potential commercial routes and cost estimates for new biologically active molecules