

Resume Guide

Stand out on paper in today's biotech + pharma market

Working with a recruiter is free for you. KOB Solutions is paid exclusively by the hiring company, never by candidates.

RESUME ESSENTIALS

Your resume is a dynamic marketing tool that needs to work for both human readers and Applicant Tracking Systems (ATS). Here's what matters most:

☐	Format + structure	Clean, ATS-friendly layout. Avoid graphics, columns, or complex templates. 2-3 pages max for industry roles.
☐	Lead with a summary	Open with a 3-4 sentence executive summary highlighting your technical expertise and business impact and how it relates to the company and position.
☐	Reverse chronological	Most recent role first, with full title, institution, location, and dates (month/year).
☐	4-5 bullet points per role	Focus on technical responsibilities + 2-3 quantifiable accomplishments per position.
☐	Strong action verbs	Use: Engineered, Developed, Optimized, Led, Streamlined, Collaborated, Delivered, Implemented, etc.
☐	Quantify everything	Numbers tell the story. Example: "Reduced processing time by 40%" beats "improved efficiency".
☐	Publications list	Include a link to the publication list and consider adding the top 2-3 publications in the resume.
☐	Patents + IP	List patent numbers and applications. These are high-value signals in biotech/pharma.
☐	Use correct tense	Present tense for current role. Past tense for all previous positions.
☐	File formats	Send out as a pdf and test that digital links (e.g. LinkedIn, GitHub, etc.) work.
☐	AI check	Run resume through AI tool (e.g. ChatGPT, Claude, etc) to ensure you haven't missed a typo.

CONTACT + PROFESSIONAL INFO

Keep the header clean and professional:

☐	Name, email, cell	Professional personal email only – no institutional addresses.
☐	LinkedIn URL	Include a direct link. Make sure your profile photo and headline are current.

☐	GitHub / ORCID	Add GitHub if you have computational work; ORCID for academic/research roles.
☐	Remove home address	Not needed. City/state is fine if the role is location-specific.
☐	Pronouns (optional)	Include this if you'd like.

Ready to explore opportunities? Schedule a 10 min call with Kerry!

<https://calendly.com/kerryboehner/discussion>