

## *Creating that Killer Resume*

### **Contact Information:**

Name, degree  
Phone number where you want to be reached  
Home phone  
Home email address  
Today's date

**Objective:** what do you want to do and what kind of functional areas are you interested in? What type of job you would like i.e. research, business development, project management? Make it easy for the HR person to know which hiring manager to send your resume to. Think of it as an address on a letter, if you don't write the correct address, your letter may not arrive to the right desk.

**Core Expertise/Summary:** What are you particularly good at? What do you have depth of knowledge in? What is your core expertise?

### **Professional Experience**

**Company, Location** (in order of most current position)

(except for well known companies, i.e. Glaxo, you should include a brief description of the company i.e. biotechnology startup developing therapeutics for cardiovascular disease. Also include a website address)

**Title of position**

**Date**

- Bullet point to summarize your most important **accomplishments**
- It's not only about what you studied, it's about what you found—your **results**
- Nobody reads wordy paragraphs, each sentence should be short and succinct and stuffed with action
- Use action words like identified, discovered, determined...
- Avoid 'along for the ride' or vague words such as 'involved in' and 'participated'
- It's OK to use past tense even if you are still employed—keep the same tense throughout. Be consistent.
- Include team building and leadership skills (i.e. how many people you supervise)
- **Net result:** an effective way of addressing the final outcome of your work, try to be as quantitative as possible

### **Some Examples:**

- Increased sales over 20%
- First to discover X gene, which has been shown to cause cancer in ....(and why is this a significant finding?)
- Managed a group of 20 people, had 4 direct reports
- Managed all aspects of X group including marketing, research....
- Published 50 papers, including one in Science
- Awarded an NIH fellowship

### **Postdoctoral Fellowship**

School, year, advisor

### **Ph.D. in Department, University, Date**

- Include thesis title and advisor (be sure to add advisors name—the hiring manager may know the person—the same thing goes for your postdoc advisor)

### **Education (in chronological order, most recent first)**

Ph.D., dept, school, location, year

M.S. school, year

B.S. school, year

**Publications and Patents, Invitations to Meetings, etc.** If this section is long, say greater than five pages, include as a separate attachment. Believe it or not, people read this stuff. Some people bold their name and each journal.

**Technical Skills:** most people know MS word, PowerPoint, Excel and the Internet.

**Technical Skills Examples (companies search your resume for technical words so it's a good idea to include them):**

- Elisas
- RNase protection assays
- Tissue culture
- Westerns and Northern

**References:** do not put them in a resume unless you have already asked your references and they know that you are looking for a job. 'References available on request' is assumed.

**Length of resume:** contrary to what you've been told, it's OK to go past one page.

### **Other tips:**

- Spellcheck, spellchick, spellheck!!!
- Watch out for punctuation and grammar—people do pay attention to it.
- Have all your friends read and reread your resume.
- Include only those skills and attributes that would contribute to your hireability.
- Numbers 1-10 should be spelled out, 10 and higher are written as numbers.
- Single spacing is hip.
- Make sure you can email your resume as an attachment and that it's both MAC and PC compatible. For best results, send it in Word format.
- Try to stay in the same type face to keep it easy on the eyes.
- **Title your resume file as "Last name, First name, date.doc".**

**And above all else.....do not exaggerate! It will bite you!**

## Top Five Ways to Get into Genentech

1. Always send your resume with a requisition number. Otherwise, it gets shunted off to a different database and you are much less likely to be noticed.
2. It is OK to send your resume to multiple jobs postings, as long as you include the requisition number. Do this strategically and don't overdo it. If the jobs go to the same hiring manager, you will make yourself less attractive by applying for multiple positions.
3. Send an updated resume a year or two later. Your resume will be updated automatically in the database. If your contact information has changed, let Genentech know.
4. It is better to go directly to Genentech's website than to apply to a listing on BioSpace.
5. The most important rule: **Network, Network, Network!** Employees at Genentech are financially incentivized to recruit employees.

### List of websites with job postings

[www.biospace.com](http://www.biospace.com)  
[www.craigslist.org](http://www.craigslist.org)  
[www.biocompare.com](http://www.biocompare.com)  
[www.genomeweb.com](http://www.genomeweb.com)  
[www.drugdev123.com](http://www.drugdev123.com)  
[www.bioview.com](http://www.bioview.com)  
[www.medzilla.com](http://www.medzilla.com)  
[www.dnajobs.com](http://www.dnajobs.com)  
[www.sciencecareers.org](http://www.sciencecareers.org)  
[www.newscientistjobs.com](http://www.newscientistjobs.com)  
[www.aapspharmaceutica.com](http://www.aapspharmaceutica.com)  
[www.hirehealth.com](http://www.hirehealth.com)  
[www.aapspharmaceutica.com](http://www.aapspharmaceutica.com)  
[www.memsnet.org/jobs/all](http://www.memsnet.org/jobs/all)  
[www.ispex.ca/companies/employment.html](http://www.ispex.ca/companies/employment.html)  
[www.cen-chemjobs.org/](http://www.cen-chemjobs.org/)  
[http://bdn.stanford.edu/plsql/pack\\_job.job\\_list](http://bdn.stanford.edu/plsql/pack_job.job_list)  
<http://aacc.jobcontrolcenter.com/search/results/>  
[www.projmgr.org](http://www.projmgr.org)  
[www.cen-chemjobs.org](http://www.cen-chemjobs.org)  
[www.ispe-sf.org](http://www.ispe-sf.org)  
[www.pda.org](http://www.pda.org)  
[www.diahome.org](http://www.diahome.org)