

This document can be downloaded from <https://empowerbio.org/career-guide>

EmpowerBio© Resume Review – 10 Point Check List

ITEM	COMMENTS
1	Header <ul style="list-style-type: none"> Name, Degree (especially if a professional degree like PhD or certification like PMP) in a Font Size 16+ Email Phone LinkedIn City, State Optional – Citizenship or Permanent Resident status No need to mention if you have a Visa, No photo or personal info
2	Profile Summary (Customize #2 and #3 per job description) <ul style="list-style-type: none"> Results-oriented/ Experienced biotechnology professional with [number] years of experience in [specialized fields]. Proven expertise in [list key skills: e.g., cell culture, technology transfer, GxP compliance]. Adept at managing projects, conducting research, and driving business outcomes in the biopharmaceutical sector. Seeking to leverage expertise to contribute to [target company or position]'s success.
3	Core competencies & Technical Skills <p>List under various categories. Watch this video on Transferable skills to learn more. Link to align Professional Summary and Skills to a Job or https://empowerbio.org/career-guide</p>
4	Professional Experience <p>Use impactful active verbs to begin your sentence.</p> <p>[Job Title] – [Company Name], [Location] [Dates of Employment]</p> <ul style="list-style-type: none"> Spearheaded or led [project/initiative] resulting in [quantifiable impact]. Discovered [experiments/research] using [techniques] to [achieve outcomes]. Collaborated with [teams/departments] to [result]. Implemented [technology/process] that [improved efficiency/reduced costs]. Authored [reports, protocols, publications]. <p>Job title should be first and in bold, company/ organization location is after that.</p>
5	Education <p>Consistent Format (Do not use table, it is not ATS compatible) Degree, followed by University and location, The dates should be all the way to the right side.</p>
6	Trainings and Certifications <p>Include relevant trainings/workshops/ certifications especially if relevant to the job.</p>
7	Publications and Conferences <p>You can have them under separate heading! List Publications (3 out of 10) and provide a link your list</p>
8	Other Experiences <p>Include any relevant experiences here</p>
9	Scholarship and Honors <p>Include your awards, scholarships and other honors.</p>
10	Professional Memberships <p>Include relevant memberships</p>

The resume should not be too long – Recommended length BS (1 pg), MS (2 pg), PhD (Maximum 3 pg)

EmpowerBio© LinkedIn Profile Review

1	Professional Photo and Background – A must for completing the profile	Add a professional photo of yourself. The photo doesn't have to be strictly professional but should have a good appeal. Having a profile pic makes it 14 times more likely for your profile to be viewed. You can also get a background picture to make your profile look complete.
2	Make the Headline count	Get creative with your headline. One of the few bits of information you get a glimpse of when you do a People Search on LinkedIn is someone's headline. People read your headline and determine whether or it's worth it to read further. Don't let your headline be simply a repetition of your job title. Example- Biochemist or Biostatistician or Neurobiologist or Cell and Molecular Biology expert
3	A good Summary goes a long way	Your profile is a personal statement about you — a way to connect to your audience. Writing your summary in first person makes it more personal and gives your reader a chance to hear your voice when they read about you. Most importantly, make it sound awesome!
4	Customize your LinkedIn profile URL	Customizing your profile URL gives you a one-of-a-kind website link that you can include anywhere. Add LinkedIn Profile link to your email signature, resume, and business card. To create custom profile link, go to Settings > Edit Your Public Profile. Then scroll down to Your Public Profile URL > Customize and just use your name or abbreviated version of that. Remove extra numbers or letters.
5	Complete your profile with all sections	Include Education, Experience, Volunteering, Publications, and Awards. You can get most of the information from your CV/ Resume. It is a good opportunity to update CV/ Resume and profile together.
6	Consistency is the key	Check LinkedIn once a day. The best would be to download the app on phone and check it everyday.
7	Read your activity feed and comment appropriately.	Do you read the articles your LI connections post? Do you congratulate someone when they change jobs or have a work anniversary? If you're not, you should. Your activity feed is a great place for you to acknowledge your network and in return, you will stay top-of-mind with them.
8	Follow companies and individuals that interest you	They may be sharing content (i.e. articles, blog posts, jobs), and that may be a good reason to follow them. When you do this, any news they populate on their Page will populate in your activity feed. This is a good place to show support, comment appropriately or ask for an informational interview.
9	Search jobs and create alerts based on the job search you just completed	To create a job alert: 1. Search for a job on LinkedIn . 2. In job search page, switch the Job alert toggle to On 3. In the Create search alert pop-up, select how often you'd like to receive alerts that fit search parameters from Receive alert dropdown.
10	Manage Job Alerts	To manage the job alerts: 1. Click the Jobs icon at the top of your LinkedIn homepage. 2. Click Manage alerts under the search box at the top of the page. 3. You can edit or delete search alerts from the Job Alerts pop-up that appear.

Resume-LinkedIn-Job Search Session

EmpowerBio© Job Search Review

A Madabushi, Ph.D.

Use EmpowerBio Job Tracker (Download)

You can adopt the methodologies from the book **2-hour job search** by Steve Dalton.

You are welcome to subscribe to LinkedIn Group: **Careers in Bio – Undergrads to PhDs**



Questions to consider for job search-		
1	Do you have Resume and other job application ready to go?	
2	Have you subscribed to job alerts?	
3	Do you customize your resume?	
4	Do you apply for jobs within 24 hours?	
5	Do you try to learn more about the company and network with employees?	
6	How many jobs have you applied for?	
7	How many interviews have you been shortlisted for?	
8	Do you practice for interviews?	
9	Do you follow up with a <i>Thank you</i> email?	
10	Job search can be draining. Do you try to take appropriate breaks to relax and restart?	