

EmpowerBio© Resume-LinkedIn-Job Search Guidance

EmpowerBio© Resume Review

	ITEM	COMMENTS
1	Header	 Name, Degree (especially if a professional degree like PhD or certification like PMP) in a Font Size 16+ Email Phone LinkedIn Info below Optional – Citizenship or Permanent Resident status No need to mention if you have a Visa, No photo or personal info
2	Profile Summary	 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 and Technical Skills	List under various categories. Watch this video on Transferable skills to learn more. Link to align Professional Summary and Skills to a Job
4	Professional Experience	 Use active verbs to begin your sentence. List of Active Verbs can be accessed here <u>NIH CV and Resume – Pg 9-10</u> [Job Title] – [Company Name], [Location] [Dates of Employment] 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]. [Job Title] – [Company Name], [Location] [Dates of Employment]
5	Education	Consistent Format (Do not use table, it is not ATS compatible) Degree, followed be University and location, The dates should be all the way to the right side.
6	Trainings and Certifications	Include relevant trainings/workshops/ certifications especially is relevant to the job.
7	Publications and Conferences	You can have them under separate heading!
		List Publications (3 out of 10) and provide a link your list
8	Other Experiences	Include any relevant experiences here
9	Scholarship and Honors	Include your awards, scholarships and other honors.
10	Professional Memberships	Include relevant memberships

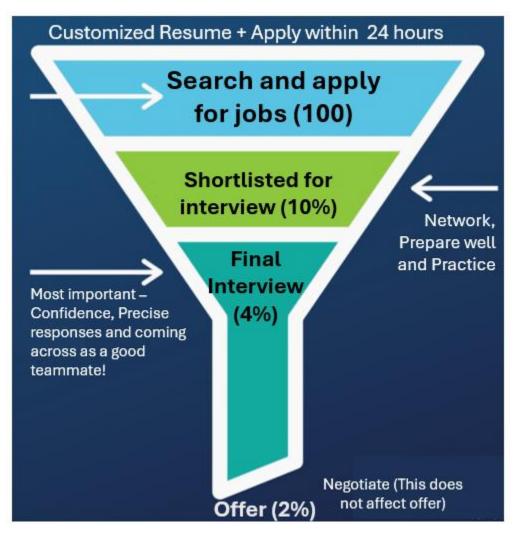


EmpowerBio© LinkedIn Profile Review

4	Duefe este al Dhete	Add a weeks at whether a first whether the set of a set of the set
1	Professional Photo	Add a professional photo of yourself. The photo doesn't have to be
	and Background – A	strictly professional but should have a good appeal. Having a profile
	must for completing	pic makes it 14 times more likely for your profile to be viewed. You
2	the profile	can also get a background picture to make your profile look complete.
2	Make the Headline	Get creative with your headline. One of the few bits of information
	count	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	Your profile is a personal statement about you — a way to connect to
	a long way	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	Customizing your profile URL gives you a one-of-a-kind website link
	LinkedIn profile URL	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	Include Education, Experience, Volunteering, Publications, and
	with all sections	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	Do you read the articles your LI connections post? Do you
	feed and comment	congratulate someone when they change jobs or have a work
	appropriately.	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
0	F . U	stay top-of-mind with them.
8	Follow companies	They may be sharing content (i.e. articles, blog posts, jobs), and that
	and individuals that	may be a good reason to follow them. When you do this, any news
	interest you	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
0	Constant in the second	informational interview.
9	Search jobs and	To create a job alert:
	create alerts based on	1. Search for a job on LinkedIn.
	the job search you	2. In job search page, switch the Job alert toggle to On
	just completed	3. In the <i>Create search alert</i> pop-up, select how often you'd like to
		receive alerts about new jobs on LinkedIn that fit those specific
10		search parameters from the <i>Receive alert</i> dropdown.
10	Manage Job Alerts	To manage the job alerts:
		1. Click the Jobs icon at the top of your LinkedIn homepage.
		2. Click <i>Manage alerts</i> under the search box at the top of the page.
		 You can edit or delete search alerts from the <i>Job Alerts</i> pop-up that appear.
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EmpowerBio© Job Search Review



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?		



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