



University of California  
San Francisco



# Job Search Strategies for Clinical Pharmacologists

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# Answering the two most common job search questions

- How do I create the best possible application documents (CV, resume, letters, statements) so that I will get the most interviews?
- I've heard that all specialized jobs are found with the help of other people (referrals, networking, inside tips). What does that mean? How do I get people to help me?

# Caveat:

My answers to these two questions may not apply to faculty job search processes

# Academic faculty hiring process

- Budgets secured, committee formed
- Position priorities determined, job is posted
- Applications reviewed individually, consensus in committee
  - Many documents are skimmed to make the first cut
- Phone interviews
- Campus visits, job offers and negotiations
- Total time = 9 months

# Academic faculty hiring process

- Many documents are skimmed to make the first cut
  - **Pedigree:** see CV
  - **Fit – clinical/teaching/research:** see CV and Cover Letter
  - **Reputation, Ability, Collegiality:** see Reference Letters
  - **Productivity:** see CV (pubs, degree rate, teaching)
  - **Research promise:** see CV (funding history); research statement
  - Research/teaching statements may be read carefully, or not

# Academic job search resources: career.ucsf.edu

The screenshot shows the career.ucsf.edu website. At the top, there is a navigation bar with 'University of California, San Francisco', 'About UCSF', 'Search UCSF', and 'UCSF Medical Center'. Below this is a search bar and buttons for 'Find a Job' and 'Post a Job'. The main navigation menu includes 'Start Here for: Dentistry', 'Medicine', 'Nursing', 'Pharmacy', 'PhDs', and 'Physical Therapy'. A dropdown menu is open under 'PhDs', listing links such as 'PhDs: Start Here!', 'Self Assessment', 'Using IDP's, for Faculty and Trainees', '(AC) Academic Career Path', '(AC) CVs & Cover Letters', '(NAC) Non-Academic Career Path', '(NAC) CVs, Resumes & Cover Letters', 'Communicating Professionally', 'Ethics and the Responsible Conduct of Research', '2015-2016 Program Calendars', 'Global Health Job Board', 'Life Sciences Job Board', 'Population & Social Sciences Job Board', and 'Job & Postdoc Board'. A large yellow graphic on the left features a hand-drawn 'JOB Q' box and a text box announcing the 'Jobs & Opportunities Board'. Below this is a 'Welcome' section and an 'Announcements' section with a 'LATEST NEWS' icon and a notice about suspended academic appointments.

Welcome | UCSF Career

University of California, San Francisco

About UCSF Search UCSF UCSF Medical Center

Find a Job Post a Job Search

Start Here for: Dentistry Medicine Nursing Pharmacy PhDs Physical Therapy

PhDs: Start Here!  
Self Assessment  
Using IDP's, for Faculty and Trainees  
(AC) Academic Career Path  
(AC) CVs & Cover Letters  
(NAC) Non-Academic Career Path  
(NAC) CVs, Resumes & Cover Letters  
Communicating Professionally  
Ethics and the Responsible Conduct of Research  
2015-2016 Program Calendars  
Global Health Job Board  
Life Sciences Job Board  
Population & Social Sciences Job Board  
Job & Postdoc Board

ATTEND OUR UP  
View all upcoming ev  
QUICK LINKS  
Meet the Staff  
View Our Comple  
Employer Resourc  
Alumni Resource

HOW DO I?  
Find resume, CV & cov  
Borrow a book from the  
How do I schedule an e

HAVE A QUESTI  
Call us at (415) 476-4986

**UCSF** Office of Career & Professional Development  
Student Academic Affairs

We've launched our new Jobs & Opportunities Board! Check it out for jobs, postdoc opportunities, internships, dental practice sales and more!

## Welcome

We teach UCSF students and postdoctoral scholars the professional skills they need to navigate their careers successfully.

## Announcements

**LATEST NEWS**

**Academic appointments suspended:** Counseling appointments regarding academic career issues will be suspended while Program Director Laurence Clement is out on maternity leave from November 1, 2015 to April 1, 2016. Planning to go on the academic market? Check out [these great resources](#), and check the [academic career calendar for upcoming programs!](#)

# Academic job search resources: Complete tutorial for faculty applications

University of California, San Francisco

About UCSF

Search UCSF

UCSF Medical Center

**UCSF** Office of Career &  
Professional Development  
Student Academic Affairs

Find a Job

Post a Job

Search



Start Here for: Dentistry

Medicine

Nursing

Pharmacy

PhDs

Physical Therapy

Home

Home » Applying to Faculty Positions

## New Academic Career Resources

Developing application materials for faculty positions.



## Academic Careers

Go back to our Academic Careers home page

Programs for Upcoming Professors:

- Planning your Academic Career (PAC-UP)
- Science Teaching Effectiveness Program (STEP-UP)
- Training Researchers And Interns (TRAIN-UP)

## Academic Career Planning Stages

- Stage 1: Decide
- Stage 2: Explore
- Stage 3: Prepare
- Stage 4: Apply
  - Search for positions
  - Create your materials
  - See samples of applications
  - Attend a Material Review Workshop
- Stage 5: Interview & Negotiate

## Applying to Faculty Positions

Print

Share

PDF

You have identified the type of faculty position you'd like to apply to and you are ready to start applying to faculty positions.

Here is how to get started with this section of the website:

1. [Search for positions](#)
2. [Create your materials](#)
3. [See samples of successful applications](#)
4. [Get feedback on your materials and answers to your questions.](#)
5. Attend our [Applying for Faculty Positions](#) seminar

### What types of materials?

Faculty application packets typically include a Cover Letter, a Curriculum Vitae (CV), Letters of Reference, a Research Statement and/or a Teaching Statement or Diversity Statement.

### Who will read the materials?

The materials will first be screened by a faculty members on the search committee. Depending on the institution, faculty members may come a wide range of backgrounds, so it's best to write the materials for educated non-experts. Once you are invited to interview, the materials may be shared with the rest of the faculty members in the department.

### How will they read it?

Faculty members often need to review hundreds of applications, which means that you will need to demonstrate you are a promising candidate through your Cover Letter and your CV in just 3 to 10 minutes for the first selection.

Go back to the [Planning your Academic Career](#) page

# Academic job search resources: Sample (successful) application packages, annotated

## Marie Curie, Ph.D.

Gladstone Institute of Cardiovascular Disease  
University of California, San Francisco  
P.O. Box 419100  
San Francisco, CA 94141-9100  
415-826-7500 (office)

1230 Scientist Lane  
San Francisco, CA 91111  
123-456-7890 (home)  
123-456-7890 (cell)  
MC@gladstone.ucsf.edu

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**EDUCATION**

<b>Ph.D.</b>	<b>University of California, Davis</b> Molecular, Cellular, and Developmental Biology Program <i>Advisor: Srinivasa Ramanujan, Ph.D.</i> <i>Committee: C.V. Raman, Ph.D., J. Sarabhai, Jr., Ph.D.</i> <i>Thesis: Name of thesis here.</i>	March 0000
<b>B.A.</b>	<b>Xavier University, Cincinnati, OH</b> Biology, <i>cum laude</i>	May 0000
	<b>University College, Oxford University, Oxford, England</b> Study Abroad Program <i>Specialized tutorial in Philosophy of Science</i>	Fall 0000

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**HONORS & AWARDS**

GAANN Fellowship, UC Davis	0000-0000
Phi Beta Kappa	0000
Thom Prize in Biology, Xavier University	0000
Senior Service Award, Xavier University	0000
Lydia Jones Library Prize, Xavier University	0000
Sigma Xi	1990
Best Seminar in Plant or Microbial Biology West Coast Undergraduate Research Conference in the Biological Sciences	1990

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3

Marie Curie, Ph.D.

Note her name is large and in bold. Remember to include your hard-earned degree(s)!

It is not necessary to include your home address. But if in the future you will want documents sent to that address due to special circumstances, then including it here ensures that the department has the address.

Marie right-justified all of her dates throughout the CV. Aligning all dates along the right side gives the document a very clean look.

To do this in Microsoft Word, go to menu "Format"... "Tabs". Choose "right" for alignment of your right-most tab.

If the honors you list are not self-explanatory or well-known, give a short description (ex., how you were selected as an awardee). Remember to define acronyms (GAANN = ?)

The first page of your CV is "prime real estate." Unless you have a particular



# Industry/Business Hiring Process:

**Step 1:** Human Resources – Is the candidate a general fit for the position description?

Cover letter (10 seconds); resume (20 seconds)

**Step 2:** Goes to hiring manager (future boss). Phone interview?

Cover letter (10 seconds); resume (1-2 minutes).

**Step 3:** Phone interview(s) with HR and/or Hiring Manager.

Invite for site visit?

**Step 4:** Site visit includes interviews with 1-10 scientists/mgrs; possible job talk with interdepartmental audience. Offer?

*Total time, Steps 3 thru 4: 1-3 weeks*

# Business and Industry Application Materials Needed

- General resume – for networking purposes only
- Job application resumes – your general resume tailored for each individual job description
- Cover letter draft – tailor for each job description
- Business cards – for networking and interviewing

Betty Smith, PhD  
*Clinical Pharmacologist*

# CVs vs Resumes

## Curriculum Vitae (Academia)

- Unlimited length
- Complete academic history
- No “Profile” or “objective”
- Tailored to *type* of position
- Organized using expected section headings & content
- Just the facts
- Cover letter and references: Critical role

## Resume (Industry scientist)

- 1-3 Pages, with publications
- Selected history
- Begins with “Profile”
- Tailored to *each individual* position
- Organized with highly-tailored section headings & content
- Self-promotion expected
- Cover letter and references: Less important, reference omitted

# Sections of a typical resume

- Heading: Name, address, phone (not lab), email, website
- Profile or Summary or Highlights
- Education
- Certification or Licensure (if needed)
- Various “Experience” Sections – Research, Teaching, Mentoring, Leadership and Supervision, Industry, Community Service, Writing, Business
- Skills or Techniques – categorized list
- Awards – describe if not obvious
- Presentations and Publications at end
- Generally no references listed
  - Or “References available upon request”

# How to tailor your resume for a specific, posted job description

- Start with your generic resume
- Carefully read the job description
- Make a list: If *you* were the screener, what criteria must you see on the ideal candidate's resume?
- Edit the Profile section of your generic resume to fit the list of screening criteria as much as possible
- Edit the following sections of your generic resume so that the claims in your Profile section are clearly supported
  - Research Experience
  - Skills/Techniques
  - Publications/Presentations
  - Extra sections that support soft skills mentioned in Profile

# “Summary” or “Profile” section

- First section of industry resume
- Purpose 1: Quickly demonstrate match between position requirements and your qualifications – helps HR
- Purpose 2: Provide a hook for the hiring manager
- Useful format:

One or two line statement that categorizes and sub-categorizes you, and then bullets mapping your background to the job description

*Clinical pharmacologist with post-doctoral PK/PD background and experience with regulatory guidelines and applications*

# “Summary” or “Profile” section

The job ad informs your Summary/Profile

## **Scientist – Protein Chemist**

**....We are seeking a highly motivated PhD scientist to join our Technology Development Team...**

**The Technology Development team is seeking a uniquely qualified individual to establish a new project that combines our chemical synthesis core technology with state of the art combinatorial peptide methods.**

### **Requirements:**

- PhD in Biochemistry**
- 2-5 years of experience in industry or a combination of industry and related postdoctoral experience**
- Experience with structural biology, NMR or X-ray crystallography is a plus**
- Background in folding and purification of proteins is highly desirable**
- The job entails both bench work and management skills**
- The job demands excellent communication skills, writing skills and the ability to work in teams**

# “Summary” or “Profile” section

Ch' en Shu

Dept. of Biochemistry & Biophysics  
Box 000  
University of California at San Francisco  
San Francisco, CA 94143

Phone: (415) 111-2222 (H)  
(415) 333-4444 (W)  
e-mail: shu@ucsf.edu

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## PROFILE

Protein biochemist with 5 years postdoctoral experience and 3 years industrial experience

- Successful bench scientist with strong publication record
- Extensive experience working in chemistry and structural biology
- Project management experience in industrial settings and academic settings
- Excellent communication and writing skills developed by managing my own successful startup company



# “Summary” or “Profile” section

Ch' en Shu

Dept. of Biochemistry & Biophysics  
Box 000  
University of California at San Francisco  
San Francisco, CA 94143

Phone: (415) 111-2222 (H)  
(415) 333-4444 (W)  
e-mail: shu@ucsf.edu

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## PROFILE

Protein chemist with more than 5 years combined post-doctoral experience in industry and academic settings

- Extensive background in chemistry and structural biology
- Protein purification experience
- Experience with NMR and X-ray crystallography
- Excellent communication, teamwork and writing skills developed through previous industry position, bench and management duties

# Resume writing help

Samples and step by step instructions for tailoring:

[career.ucsf.edu](http://career.ucsf.edu)

- PhD's

- NAC (non-academic careers)

- CV's Resumes and Cover Letters

# Resume writing tutorial at career.ucsf.edu

## Part 1: How To Read an Industry Job Description

### ORGANIZATION INFORMATION:

Crystal DNA, Inc. is a leading organization focusing on research and drug commercialization.

### POSITION INFORMATION:

Crystal DNA is inviting applications for a Scientist I position in the **Cancer Research Department**. We are seeking a remarkable individual to lead a research group to study cell biological questions in cancer biology, with an emphasis on **inflammation and cancer**. Our collective goal is **discovering novel targets for therapy** using innovative approaches.

The successful candidate will lead projects to elucidate **inflammatory pathways and mechanisms** that contribute to the pathogenesis of cancer, and to **translate their discoveries into therapeutic approaches** for clinical development. At Crystal DNA you will be among renowned scientific leaders in the areas of Oncology, Immunology, and Virology. You will have the opportunity to contribute to the development of therapeutics.

### QUALIFICATIONS:

Required:

- **PhD and/or MD with postdoctoral research experience in cellular biology, cancer biology or immunology**
- **Minimum of 5 years of research experience** using cellular biology techniques; **1-3 years of industry experience** a plus
- Experience with innate immune cell function and molecular mediator release assays
- Experience **performing and analyzing flow cytometric-based assays**
- Experience **isolating primary immune cells**
- **Track record of publishing in top-tier journals**
- Demonstrated ability to work independently
- **Excellent organizational, interpersonal, and communication skills**
- Outstanding oral and written communication skills
- High degree of attention to detail and organization
- Ability to contribute to a team, as an engaged member
- Ability to **work collaboratively with chemists, bioinformaticians, and academic researchers**
- Commitment to further the mission of the organization

Preferred:

- Experience in drug development and **discovery research** in an industry setting
- **Experience with project management**

## A. Why dissect a job description?

A job description details the ideal candidate an organization seeks in regard to scientific training, technical skills, professional skills, and overall fit.

If you take the time to analyze the job description, and ask yourself what the employer seeks, you will be able to:

1. Determine if your skills, interests and values are a good fit for the position.
2. Tailor your resume and state - what you did, when you did it and where you did it.
3. Tailor your cover letter and state - how you believe your experiences are relevant, and why you want to work for their organization.

## B. In the Position/Responsibilities section:

Look for:

- A. **The scientific area of expertise (department/group)**
- B. **How this position contributes to the mission of the organization**
- C. Professional skills
- D. Accomplishments

Scientific area of expertise may include:

1. Academic training
2. Technical skills

## C. In the Qualifications section:

Highlight scientific and professional skills that directly reflect your experiences, and accomplishments. Use these as keywords in your resume and cover letter.

Look for these categories:

- A. **Scientific training/Technical skills**
- B. **Professional skills**
- C. **Accomplishments**

If your scientific or professional training and accomplishments match 70% or more of what is listed, you may be considered a competitive candidate for this position.

If you don't meet all the listed requirements, but can detail similar or relevant experience, it's important to highlight that in your resume and cover letter. \*

\*Source: Kforce.com, "Are You Really a Good Fit for the Job?"

# Resume writing tutorial at career.ucsf.edu

## Part 2: How To Write a Targeted Industry Cover Letter

Rosalind Franklin  
DNA, Inc. San Francisco  
14 Famous Women Way  
San Francisco, CA 94114

June 1, 0000

Dear Dr. Franklin:

I read the description for the Scientist I position at DNA, Inc. with great interest. I am a postdoc studying Cancer Research at UCSF and believe that I have the skills and qualities necessary to be a successful addition to your team - a balance of cell biology bench experience, project management experience, and a demonstrated commitment to translational research. The possibility of contributing to the groundbreaking research at Crystal DNA, Inc. that is impacting human health is an exciting prospect.

I have 8 years of experience in applying cellular biology techniques to investigate immune signaling pathways that are critical in cancer research. Specifically I have:

- Expertise analyzing inflammatory activation in primary innate immune cells using flow cytometry and other cellular assays.
- Co-authored 12 papers and published in journals such as Cancer Cell.
- Collaborated with industry scientists, and believe I have a good understanding of how to design experiments to answer clinically relevant questions.

In addition to my research training, I have project management experience in both the scientific and non-scientific communities. I thrive in the team environment and work well with clear deadlines and project milestones. As a project leader in our lab, I am responsible for setting, communicating, and meeting milestones with our industry collaborators. As a coordinator for the UCSF Improv Group, I lead an initiative to enhance training in professional skills on-campus. Specifically, I work closely with theater professionals to develop workshops to help grad students and postdocs in the UCSF-wide community practice and improve their presentation skills. The popularity of these sessions has even drawn faculty members to attend our events.

### A. Why write a cover letter?

A *resume* reports your relevant scientific training and professional skills – it tells the reader what you did, when you did it and where you did it.

A *cover letter* covers the how and why – how you believe your experiences are relevant, and why you want to work for their organization. It sheds light on the specific skills that make you a qualified candidate, your interest in industry research, and explains how you'd contribute to their organization.

B. Often, employers only skim the first paragraph, so Marie's paragraph is a summary of:

- E. What she brings to the table (experience & skills)
- F. Why she wants the job (desire)

This includes her:

1. Scientific training
2. Professional skills
3. Desire

The skeleton of your cover letter will follow the same format as your first paragraph.

### C. In the second and third paragraphs:

Summarize your range of skills and experience. Highlight skills in your resume that directly reflect the skills in the job description. Use keywords. Emphasize any industry experience or industry collaborations that you've engaged in. Demonstrate your desire to transition into industry. Summarize:

1. **Why you fit:** What skills or knowledge did you gain from these experiences?
2. **What you impact is:** How have you excelled in your activities? Hiring managers say they take a chance on academic scientists who have a track record of leadership and success both in and out of the lab.

# Resume writing tutorial at career.ucsf.edu

## Part 3: How To Write a Targeted Industry Resume

### Marie Curie, Ph.D.

San Francisco, CA 94114, 415-555-2345, Curie@ucsf.edu  
US Permanent Resident

#### SUMMARY

- Five years of postdoctoral research in tumor immunology, with focus on cell interactions that regulate cell migration
- Experience includes flow cytometry, molecular mediator release assays (ELISAs), cell migration assays, primary immune cell isolation and cell culture techniques
- Lab supervisor of flow cytometry equipment, microscopy equipment, and animal facility
- Experienced in working collaboratively with chemists and industry scientists

The **Summary** section is the abstract for your resume:

- Summarize your relevant scientific training and professional skills.
- Tailor this section to the job description.
- Remember to back up the experience listed here, in the sections below!
- Be concise – a paragraph is okay, but keep in mind bullet points are easier to skim.

#### RESEARCH EXPERIENCE

Cancer Research Lab, Postdoctoral Scholar  
University of California San Francisco, CA  
Project: Tumor cell migration

01/2000 - present

- Investigation of the **chemokine and cytokine release** from tumors using **flow cytometry-based assays on primary immune cells**; **pioneered new ex vivo technique for the lab**
- **Molecular mediator expression profiling** of different cell populations from tumors; in **collaboration with industry partners**
- **Supervisor** of 1 graduate student and 1 research associate
- **Manager and instructor for flow cytometry and multiplex ELISA equipment**

Use the **Research/Scientific Exper.** section to highlight specific skills that the employer seeks. Include components of **C.A.R.**:

- **Collaborations** - Include **relevant collaborators**.
- **Actions** - Write about your research for a lay audience. Include **technical skills sought in the job description**. Leave out other technical skills to avoid making it harder to see how you're a good fit for the position, or consider creating a separate Technical Skills section.
- **Results and Roles** - When possible include the impact of your findings, any **accomplishments from your work**, and your **range of responsibilities**.

Immunology Lab, Graduate Student  
University of Geneva, Switzerland  
Project: Chemokine biology in zebrafish

08/2000 – 05/2000

- Biochemical characterization of chemokine homologs
- Studies **resulted in 2 co-author publications**
- Expression and purification of chemokines using bacterial and mammalian expression systems, FPLC protein purification
- In vitro ligand structure analysis using NMR spectroscopy; in **collaboration with industry partners**
- **Collaborated with chemists** to design inhibitors
- **Supervisor** of lab microscopy equipment, including equipment maintenance, assessment and testing of new equipment

*A comment on Formatting Dates:*

- Place dates on the **right** side of the line. We read from left to right, so you want to the more important information, like title and organization, to be the first thing the employer reads.
- Dates in numerical form are easier to skim.  
(ex: 08/2000 vs. Aug 2000)

#### PROJECT MANAGEMENT EXPERIENCE

# How to get others to help you get a job

1. Applying for jobs:

- a. When you want help applying for a job
- b. When you want help from recruiters

1. Networking:

- a. When you are exploring career options
- b. When you want to make new useful connections at an ASCPT meeting

# Applying to posted job openings

1. Locate an attractive job posting
2. Select positions with tasks/roles you *have* done
3. Create tailored resume
4. Submit resume as instructed in the job posting
5. **Send a “2<sup>nd</sup> application”**
  - Email a resume w/letter to a recruiter, the hiring manager, or someone 1-2 steps ahead of the position within the company
  - *“The savvy job seeker always takes this approach.”*

# The 2<sup>nd</sup> application tells the recipient you've applied and requests assistance w/process

Dear Dr. Adams:

I have been reading with interest about the scientific developments at Abgenix. And because of my background in XYZ, I have been reading with particular interest the fascinating work that you have been doing in the area of XYZ.

I recently noticed a job posting on the Abgenix website for a Protein Chemist (Job #112345J), for which I feel I am very well qualified. I have already applied on line to the Human Resources website but I was wondering if you would be willing to also send my attached resume on to the scientist who is hiring for the Protein Chemist position? Or, if you are the hiring scientist, I hope you will read my resume and consider contacting me for an interview!

Thank you for your assistance.

Sincerely,  
Fred Jones  
Dept. of Immunology  
UCSF  
415-555-5555  
fred@ucsf.edu



# LinkedIn 2<sup>nd</sup> application: Purchase premier access

## Compose your Open Profile Message

To: Marianne Santaguida  
From: Bill Lindstaedt  
 Include my contact information

---

**Enter the contact information you would like to share**

Email:

Phone:

---

Category:

Subject:

---

**Your message to Marianne:**

Hi Marianne - I am writing to you because I see that you and I have similar scientific backgrounds. I noticed there's a scientist position available at XBio that I feel I am well qualified for. I hope that you will take a moment to review my LinkedIn profile, and if you think I might be a good fit for the position, connect with me and perhaps recommend me for to the scientist who is hiring for the position.  
Thank you for considering this request

**Marianne is interested in:**  
career opportunities,  
expertise requests,  
getting back in touch

### Tips to increase response by 100%

- 1 Mention people you know  
- Dennis Van  
- Fiore Cattar  
- Ernesto Dia
- 2 Limit your message to 100 characters  
direct and to the point

# Getting noticed by recruiters

**Initiate contact** with multiple 3<sup>rd</sup> party recruiters

- Google “clinical pharmacology search firm”  
“clinical pharmacology executive search”
- Make a list of search firms that post jobs in your interest area
- Connect via LinkedIn or email your resume to each entry on your list



Search for people, jobs, companies, and more...



Advanced



## Jay Chapman 704-333-5213

2nd • PREMIUM

Executive Recruiter Clinical Pharmacology & DMPK - jchapman@haallc.com  
Website: www.haallc.com

Charlotte, North Carolina Area | Pharmaceuticals

Current Hughes and Associates  
Previous Morgan Group  
Education University of North Carolina at Charlotte

Connect

Send Jay Chapman InMail

500+ connections

https://www.linkedin.com/in/jaychapman

Contact Info

### Background



#### Summary

Hughes and Associates your comprehensive Executive and Technical search firm servicing the pharmaceutical / biotech industry. As a dependable, efficient, and knowledgeable recruiting firm we will help you achieve your goals. Whether your needs are finding a highly specialized candidate or enhancing your career, we are prepared to accept and complete your most challenging assignments.

Our Executive Search Firm specializes in the areas of Bioanalytical Chemistry, Clinical Pharmacology / Pharmacometrics, Drug Metabolism, Model Based Drug Discovery / Development and Programming.

jchapman@haallc.com 704-333-5213 www.haallc.com



#### Experience

2016 LinkedIn candidate data tailored to your industry

Get report

### How You're Connected



You

# Getting noticed by 3<sup>rd</sup> party recruiters and by corporate recruiters

Post your generic resume on ASCPT, Biospace, Indeed,  
and other job posting sites in your field

Polish up your LinkedIn profile

# *Informational interviewing* long before you need a job

- Who has your dream job? Meet with that person!
- Carefully designed questions lead to insightful conversations and fruitful relationships
- Start 6-12 months before you must have a job
- Complete how-to resources (sample correspondence, questions):
  - [career.ucsf.edu](http://career.ucsf.edu)
    - PhD's
    - Non-academic careers
    - Build your professional network

# Getting help from others at ASCPT

- *“We are sending 15 scientists to ASCPT: What conferences are for is networking”*
- Email invitations to your poster or talk; then be explicit  
“I’ll be job hunting next year. Would it be ok if I reach out then to follow up?”
- Visit corporate networking suites even if you’re not applying now
- Work the exhibitors’ booths – ask questions about hiring plans
- *“It’s always appropriate to ask about hiring plans, or for career advice.”*
- Set a goal for this meeting: Start a career-related conversation with at least two potential future job contacts and follow up after the meeting

