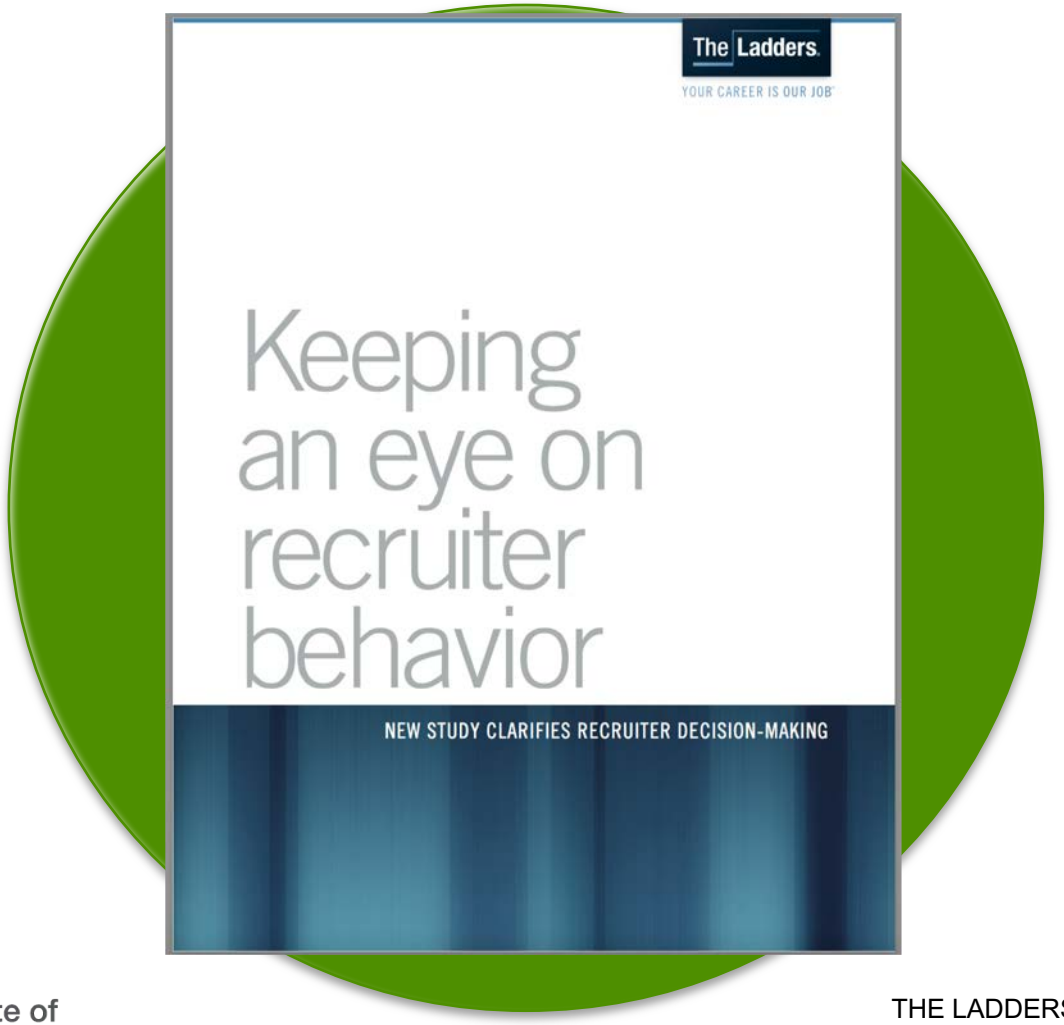
Articulating Your Accomplishments: Tips for Building a High-Impact Job Application

Tammy R. L. Collins, Ph.D.

National Institute of Environmental Health Sciences

Office of Fellows' Career Development

How Much Time to Make an INITIAL Fit/No Fit Decision?

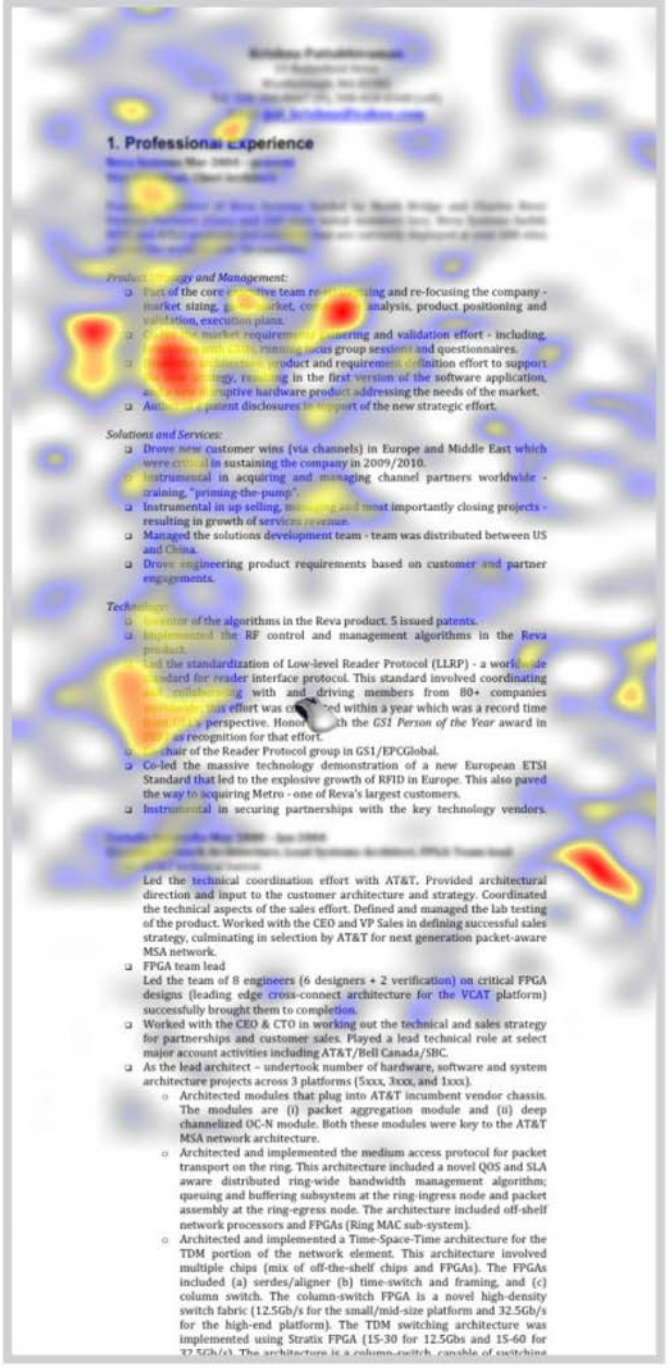


THE LADDERS:
http://cdn.theladders.net/static/images/basicSite/pdfs/TheLadders-EyeTracking-StudyC2.pdf

Are You Going to Make Them Hunt?

Or Are You Going To Make it Easy?

How Can You Do This?



1. Professional Experience

Product Strategy and Management:

- Part of the core executive team re-[illegible]ing and re-focusing the company - market sizing, [illegible]market, co[illegible] analysis, product positioning and validation, execution plans.
- [illegible] market requirement[illegible]ngineering and validation effort - including, [illegible] running focus group sessions and questionnaires.
- [illegible] product and requirement definition effort to support [illegible]strategy, resulting in the first version of the software application, [illegible]isruptive hardware product addressing the needs of the market.
- Auth[illegible] patent disclosures in support of the new strategic effort.

Solutions and Services:

- Drove new customer wins (via channels) in Europe and Middle East which were critical in sustaining the company in 2009/2010.
- Instrumental in acquiring and managing channel partners worldwide - training, "priming-the-pump".
- Instrumental in up selling, [illegible] and most importantly closing projects - resulting in growth of services revenue.
- Managed the solutions development team - team was distributed between US and China.
- Drove engineering product requirements based on customer and partner engagements.

Technology:

- [illegible]ventor of the algorithms in the Reva product. 5 issued patents.
- Implemented the RF control and management algorithms in the Reva product.
- Led the standardization of Low-level Reader Protocol (LLRP) - a worldwide standard for reader interface protocol. This standard involved coordinating and collaborating with and driving members from 80+ companies [illegible] this effort was completed within a year which was a record time [illegible] perspective. Honored with the *GS1 Person of the Year* award in [illegible] as recognition for that effort.
- [illegible]chair of the Reader Protocol group in GS1/EPCGlobal.
- Co-led the massive technology demonstration of a new European ETSI Standard that led to the explosive growth of RFID in Europe. This also paved the way to acquiring Metro - one of Reva's largest customers.
- Instrumental in securing partnerships with the key technology vendors.

[illegible]

Led the technical coordination effort with AT&T. Provided architectural direction and input to the customer architecture and strategy. Coordinated the technical aspects of the sales effort. Defined and managed the lab testing of the product. Worked with the CEO and VP Sales in defining successful sales strategy, culminating in selection by AT&T for next generation packet-aware MSA network.

- FPGA team lead
  Led the team of 8 engineers (6 designers + 2 verification) on critical FPGA designs (leading edge cross-connect architecture for the VCAT platform) successfully brought them to completion.
- Worked with the CEO & CTO in working out the technical and sales strategy for partnerships and customer sales. Played a lead technical role at select major account activities including AT&T/Bell Canada/SBC.
- As the lead architect – undertook number of hardware, software and system architecture projects across 3 platforms (5xxx, 3xxx, and 1xxx).
  - Architected modules that plug into AT&T incumbent vendor chassis. The modules are (i) packet aggregation module and (ii) deep channelized OC-N module. Both these modules were key to the AT&T MSA network architecture.
  - Architected and implemented the medium access protocol for packet transport on the ring. This architecture included a novel QOS and SLA aware distributed ring-wide bandwidth management algorithm; queuing and buffering subsystem at the ring-ingress node and packet assembly at the ring-egress node. The architecture included off-shelf network processors and FPGAs (Ring MAC sub-system).
  - Architected and implemented a Time-Space-Time architecture for the TDM portion of the network element. This architecture involved multiple chips (mix of off-the-shelf chips and FPGAs). The FPGAs included (a) serdes/aligner (b) time-switch and framing, and (c) column switch. The column-switch FPGA is a novel high-density switch fabric (12.5Gb/s for the small/mid-size platform and 32.5Gb/s for the high-end platform). The TDM switching architecture was implemented using Stratix FPGA (1S-30 for 12.5Gbs and 1S-60 for 32.5Gb/s). The architecture is a column-switch, capable of switching

UNORGANIZED

Eye Tracking – What Section is Most Important?

Education

Expected May, 2016, Pharm.D., University of North Carolina, Chapel Hill, NC, Cumulative GPA: 3.78

2004, B. S., Appalachian State University, Boone NC, Majors: Chemical Physics; Chemistry & Physics Education; Minor: Mathematics, Cumulative GPA: 3.91, *summa cum laude*

Internship Experience

Summer 2012, Research Intern, Stiefel, RTP, NC

Advisors: Dr. Betty Hussey, Mr. Jon Lenn, & Dr. Virginia Schmith

- Conceived and developed a new maximal exposure model to predict systemic concentrations of topically applied drugs; used Vose software to develop this model from *in vitro* skin data
- Independently self-trained in the use of JMP and Vose software to develop models; assisted in training new PK/PD fellows on Vose Software
- Provided insight and direction for other ongoing Stiefel projects during weekly data discussion meetings with skin biology team members

Summer 2000, Undergraduate Research Intern, National Institute of Standards and Technology, Gaithersburg, MD

Advisor: Dr. Robert Shull

- Explored how AlNiCo magnets behaved at ultra-low temperatures
- Collected scientific data to test an existing mathematical model of magnetic behavior at low temperatures

EDUCATION

Pharm.D. – University of North Carolina, Chapel Hill, NC — Expected May, 2016
Cumulative GPA: 3.78

B. S. – Appalachian State University, Boone NC — 2001
Majors: **Chemical Physics; Chemistry & Physics Education;** Minor: **Mathematics**
Cumulative GPA: 3.91, *summa cum laude*

INTERNSHIP EXPERIENCE

Research Intern, Skin Biology Group — Summer 2012
Stiefel, a GlaxoSmithKline company, RTP, NC – *Advisors: Dr. Betty Hussey, Mr. Jon Lenn, & Dr. Virginia Schmith*

- Conceived and developed a new maximal exposure model to predict systemic concentrations of topically applied drugs; used Vose software to develop this model from *in vitro* skin data
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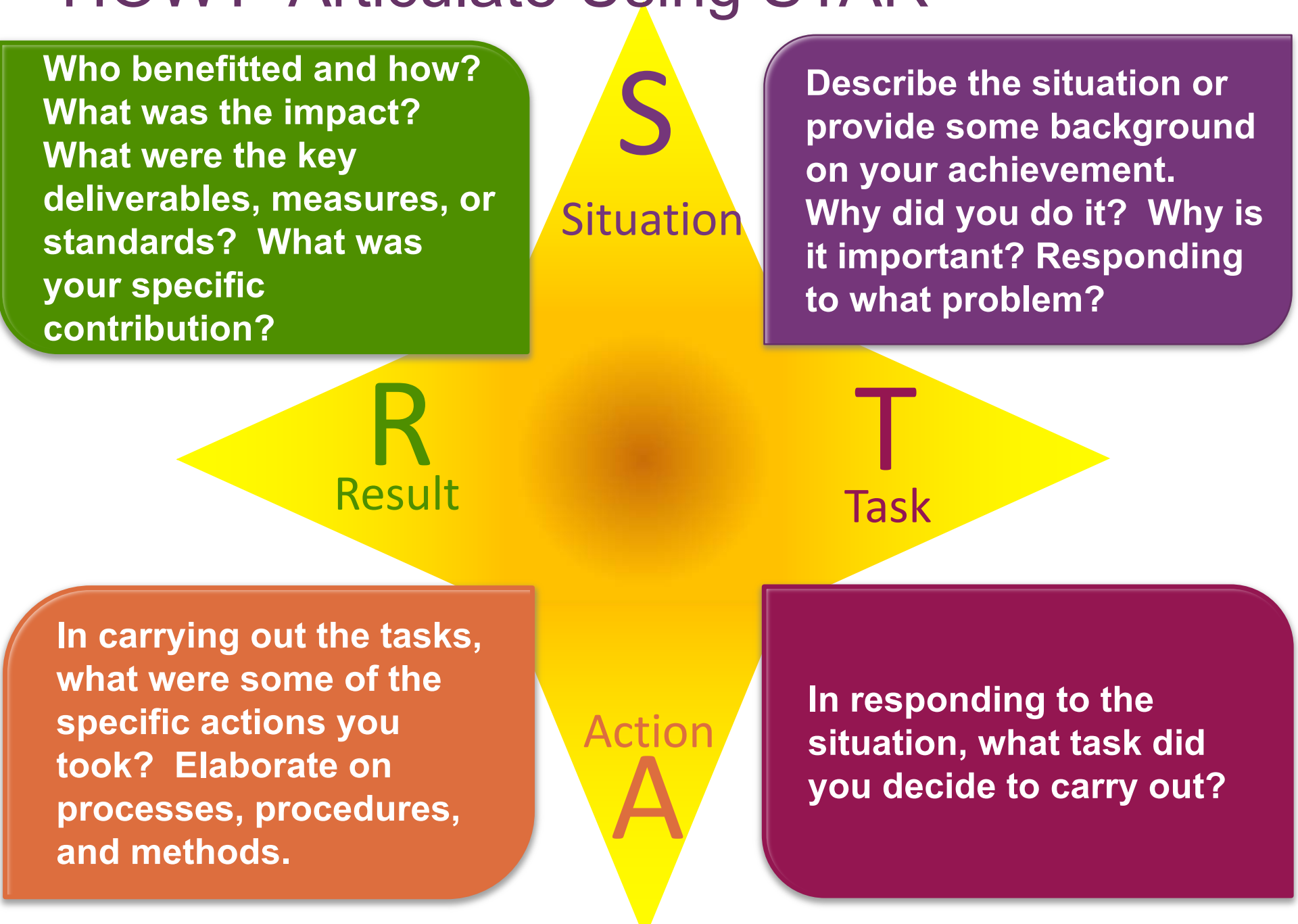
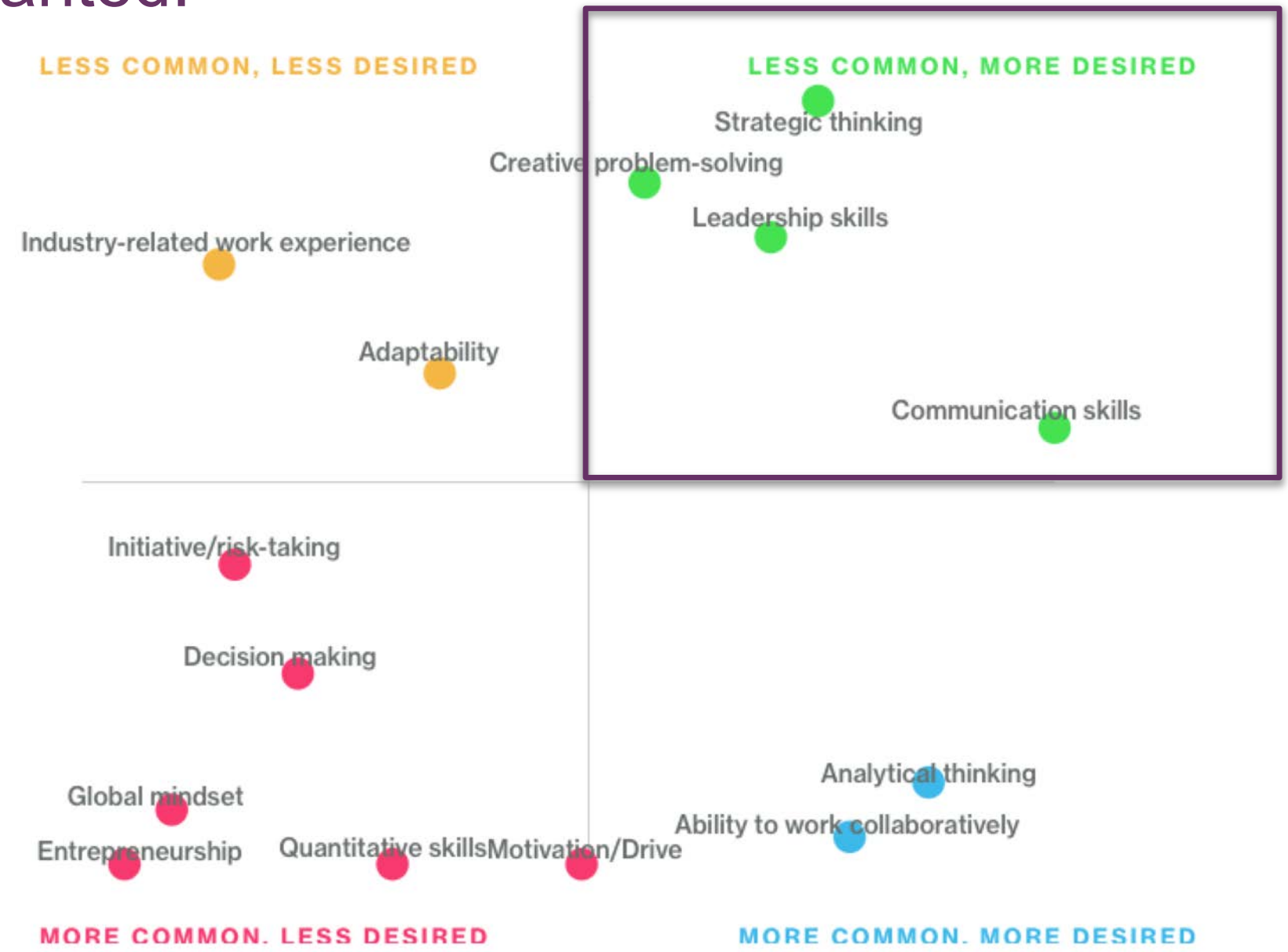
HOW? Articulate Using STAR



Where Do I Start?

TRANSFERABLE SKILLS: Aptitude and knowledge acquired throughout your professional & personal experiences that are applicable to any career

Bloomberg Recruiter Survey: Skills Wanted!



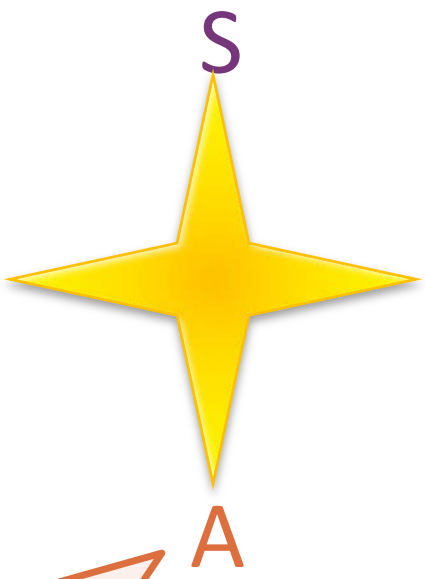
+ Problem-Solving

In response to the need for a high-throughput cardiac model, independently initiated

a project to develop an organotypic heart model;

developed novel scaffolding materials and perfusion methodologies to support active cardiac slices

resulting in a *Nature* publication and widespread adoption of the new technique, which has advanced cardiotoxicity throughput testing by 500%



Communication & Leadership

As co-chair of a 19-member symposium committee serving ~400 attendees,

S

R

T

A

thus increasing team motivation as evidenced by reaching planning milestones 3 months ahead of schedule

streamlined communication flow amongst the group by

creating online, group accessible & editable documentation; regularly kept the team abreast of planning progress and organized teambuilding activities

Leadership

As chair of the Brody Graduate Association Fundraising Committee, collaborated with a team of 11 and initiated

S

T

new approaches to increase participation in fundraising events;

R

resulting in our organization collecting 80% more funds than last year for donation to the American Heart Association

A

designed a new promotional marketing campaign and diversified the number and types of events

Leadership

In response to a need to save laboratory funds, independently initiated

S

a project to consolidate, inventory, and organize all laboratory reagents;

T

collaborated to identify all reagents, developed a database, and stored them centrally and alphabetically

A

thus decreasing laboratory waste and duplicate orders by 35%, and saving $3700 within the first year of implementation

R

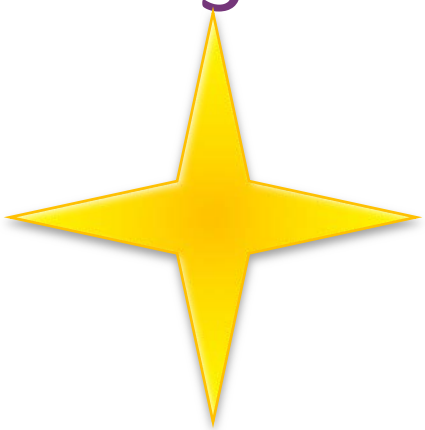
Strategic Thinking

Demonstrated strategic judgement and foresight

S

resulting in adoption of a new national standard for toxicological screening

R



T

by recognizing the power of predictive toxicological modeling;

A

developed new mathematical models to account for the effects of toxicant mixtures

Activity: Write 1-2 STARS


S
Situation
Describe the situation or provide some background on your achievement. Why did you do it? Why is it important? Responding to what problem?
T
Task
In responding to the situation, what task did you decide to carry out?
A
Action
In carrying out the tasks, what were some of the specific actions you took? Elaborate on processes, procedures, and methods.
R
Result
Who benefitted and how? What was the impact? What were the key deliverables, measures, or standards? What was your specific contribution?

- **Principal Investigator: Cell-based Assay Development and Validation**

SciMetrika, LLC
Research Triangle Park, NC

Step-by-Step Approach:

1: ID Qualifications

Qualifications

- A PhD in molecular biology, cell biology, pharmacology, molecular toxicology, or similar disciplines is required
- Experience in phenotypic assay development for medium or high-throughput screening is required.
- Experience with advanced cell culture models - 3D, multi-cell co-culture or organotypic systems is preferred, but not essential
- Hands-on experience with high content imaging and flow cytometry for high throughput cellular response readout

Qualifications

- Preferably > 5 years of working experience in development of cell-based assays and validation of screening systems
- Experience with project and personnel management
- Self-driven individual with strong organizational skills
- Excellent communication skills - both verbal and written
- Ability to work in a team environment and guide research to support overall company goals

Step-by-Step Approach:

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Step-by-Step Approach:

1: ID Qualifications → **2: Pick Out Keywords**

John Doe, Ph.D. | Molecular Toxicologist

480 Any Town Dr., Durham, NC 27713, USA
Phone: (919) 555-0004 E-Mail: john_doe@gmail.com

U.S. Permanent Resident

SUMMARY OF QUALIFICATIONS

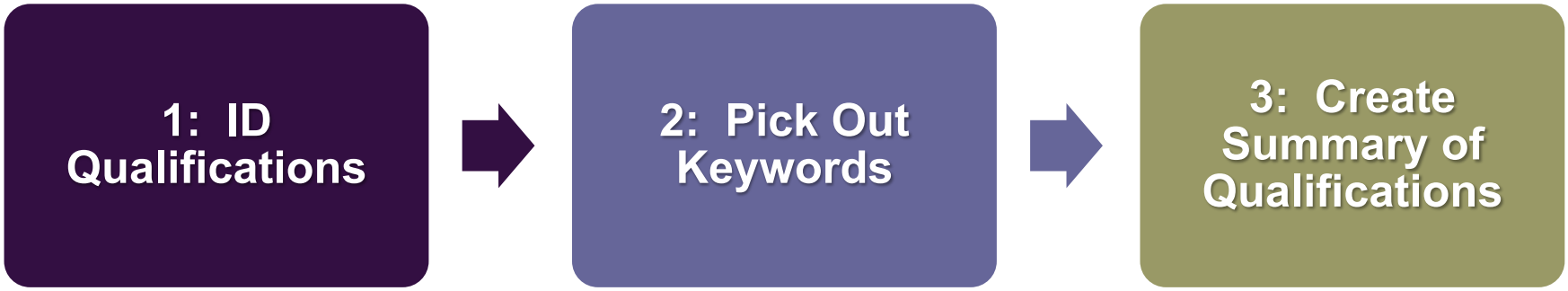
- Molecular toxicologist (7 years' experience), and expert in **phenotypic assay development** with 5 years' experience developing an **advanced cell culture organotypic model** for high-throughput toxicity screening
- Conceived of, developed, and validated a human organotypic cardiac slice model; demonstrated that cardiac slices exhibited normal human electrophysiology, resulting in a ***Nature*** publication
- Recognized for superior performance in managing a team of 19; supervised team personnel to organize and execute a symposium serving 400 while exhibiting excellent interpersonal and communication skills by maintaining regular team contact and building relationships and rapport amongst members
- Superior oral and written communication skills as demonstrated by authoring and/or presenting more than 25 scientific papers, posters and reports including **invited presentations** at international scientific meetings
- …
- …

EDUCATION

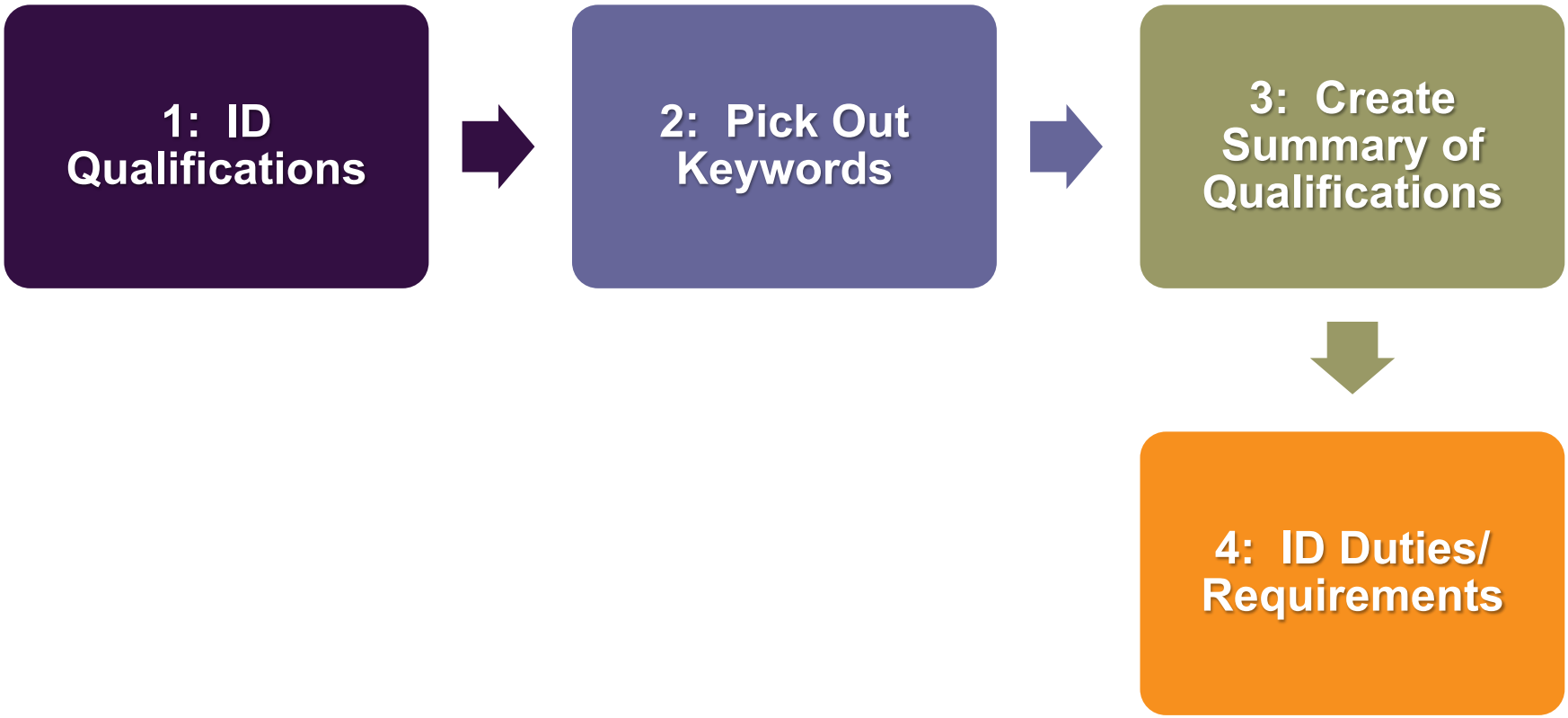
Ph.D. – East Carolina University, Greenville, NC 2018
Major: Biomedical Sciences, **Pharmacology & Toxicology Concentration**

B. S. – Appalachian State University, Boone NC 2013
Major: **Chemistry, Certified Chemist Concentration**
GPA: 4.0, *summa cum laude*
Barry M. Goldwater National Scholar (highly competitive; selected as one of 309 nationwide)

Step-by-Step Approach:



Step-by-Step Approach:



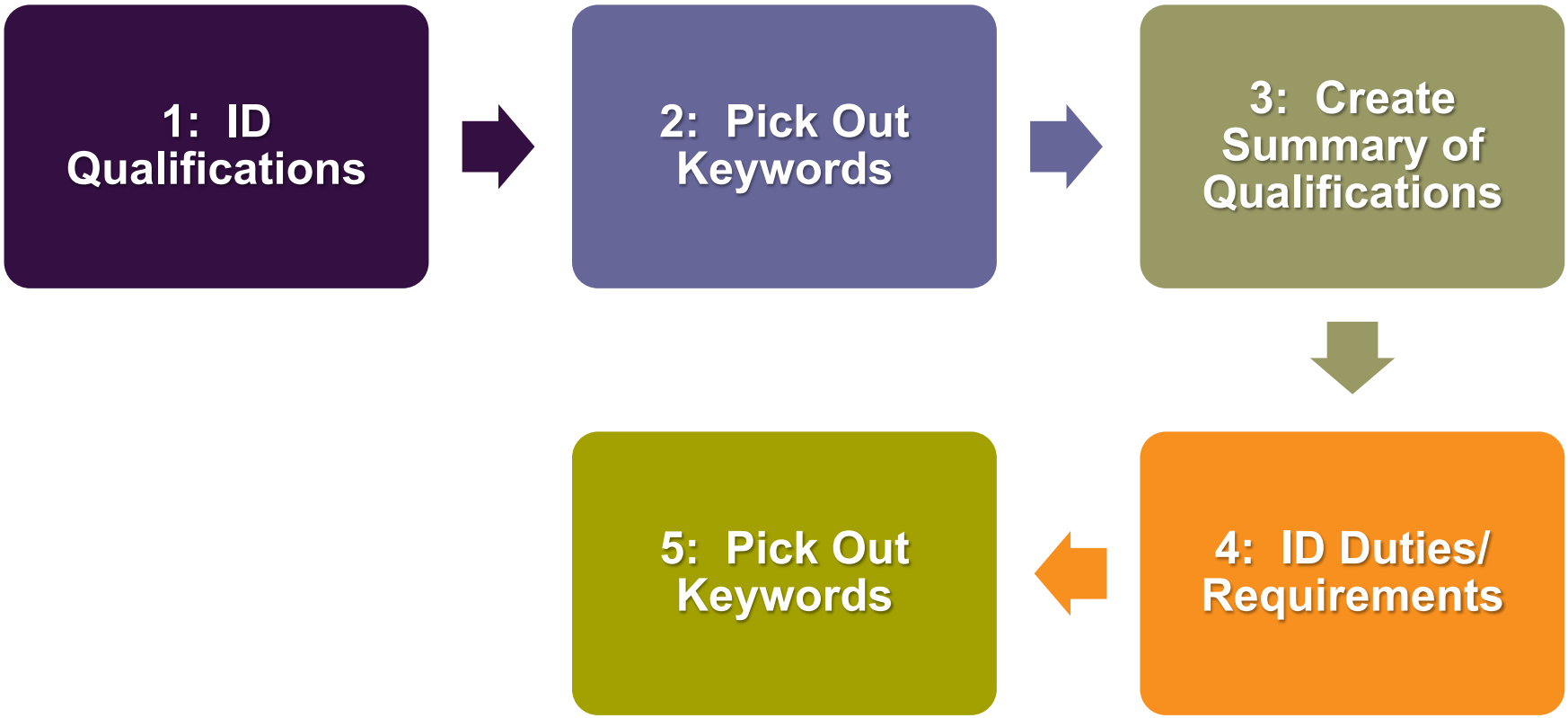
Requirements/Job Duties

We are seeking a cellular/molecular biologist to lead research in the design, development, and validation of cell-based assays for the evaluation of toxicological endpoints relevant to safety science. The candidate will have a combination of experience in general molecular biology methods, culture methods for stem and/or primary cells, application of simple 2D or 3D cell models or more complex organotypic systems, and use of systems-based detection and measurement technologies (e.g. transcriptomics or high-content cellular imaging).

Requirements/Job Duties

The successful candidate for this position has a doctoral degree in cell biology, genetics, molecular toxicology or a related field with significant background in cell and molecular biology. A demonstrated track record of managing multiple projects, supervising technical staff, and writing proposals for external research sponsorship is strongly preferred. Expertise in vitro alternatives for the following toxicity endpoints are of particular interest: primary hepatocyte culture and liver toxicity, developmental toxicity, endocrine disruption (thyroid, androgen), cardiac, brain and kidney toxicity.

Step-by-Step Approach:



What Are Some Headings & Subheadings Might You Use?

- LEADERSHIP/SUPERVISORY EXPERIENCE
- ASSAY DEVELOPMENT
- ORAL PRESENTATIONS
- SCIENTIFIC PUBLICATIONS
- TECHNICAL SKILLS
- GRANTSMANSHIP EXPERIENCE
- RESEARCH EXPERIENCE
- HONORS & AWARDS
- EDUCATION

EDUCATION

B. S. – Biology 2014
North Carolina Central University, Durham, NC
Cumulative GPA: 4.0, *summa cum laude*

RESEARCH EXPERIENCE

Research Scholar Summer 2013-present
National Institutes of Health/National Institute of Environmental Health Sciences

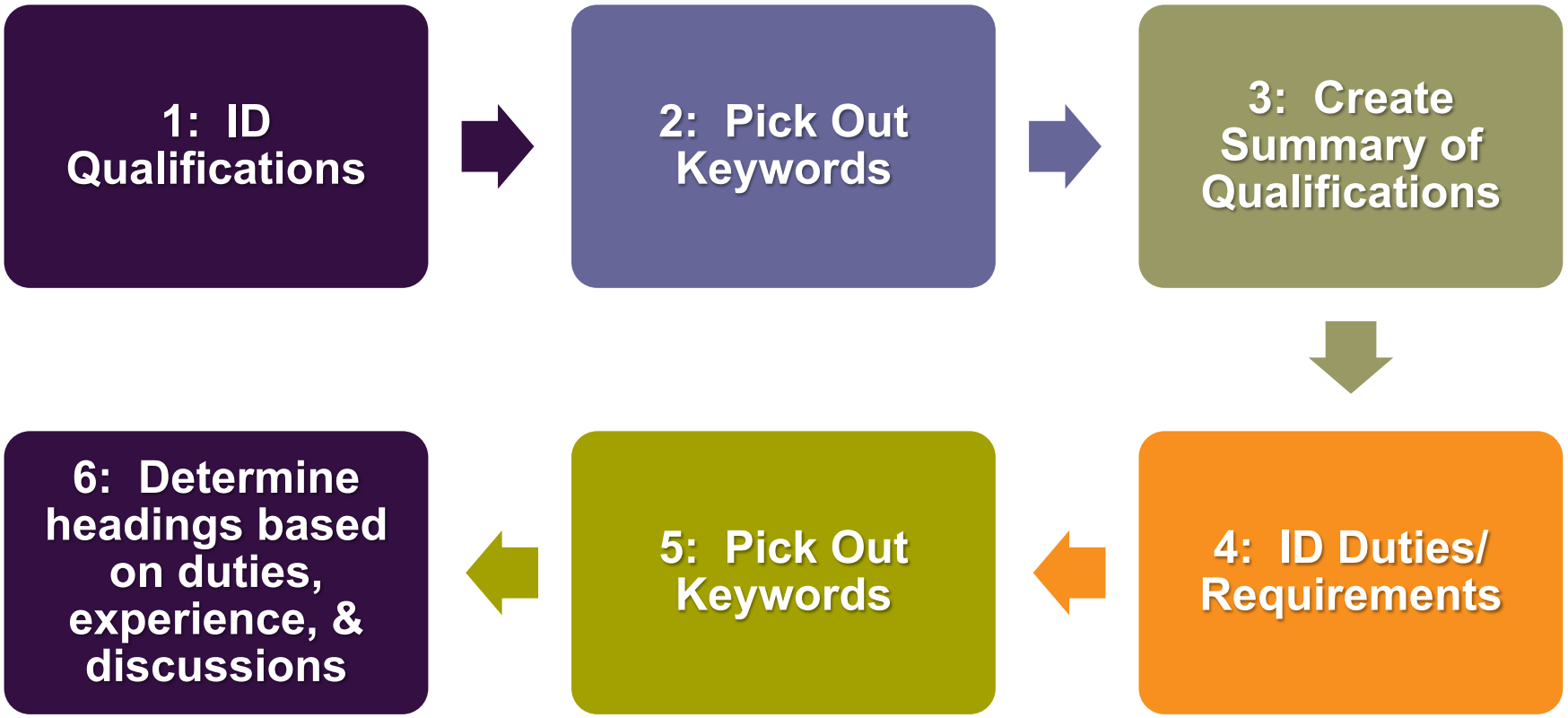
Qualitative/Quantitative Assays

- Initiated a way to streamline analysis of protein samples resulting in a 50% decrease in analysis time; performed these experiments in a research atmosphere similar to a GMP environment
- Routinely quantitated DNA content from isolated mouse liver cells in a fast paced environment adhering to strict deadlines; helped conduct quality control of sample assays to ensure their precision and accuracy

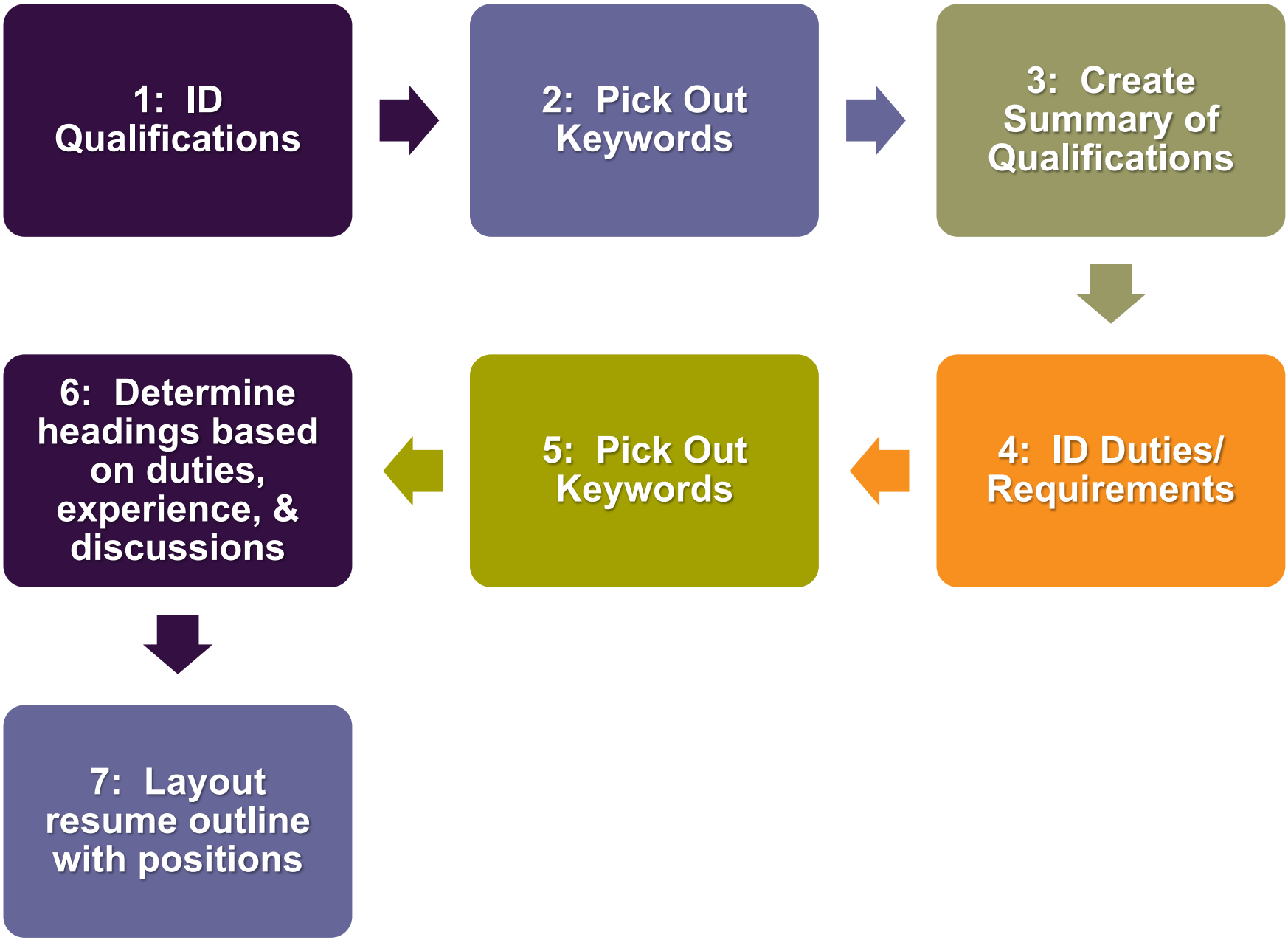
Technical Writing/Communication

- Independently maintained accurate laboratory notebooks adhering to GMP
- Wrote standard operating protocols for a method to quantitate proteins using SDS-PAGE
- Helped standardize the laboratory's protocol for protein analysis resulting in fewer errors and decreasing reagent costs and use by 25%
- Efficiently multitask as evidenced by managing multiple research projects simultaneously
- Routinely organized and communicated ideas in oral presentations to large and small groups; adjusted experimental procedures based on group feedback

Step-by-Step Approach:



Step-by-Step Approach:

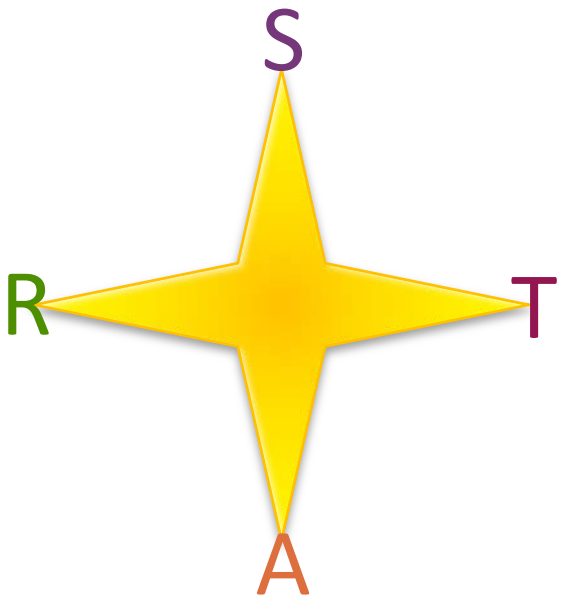


RESEARCH EXPERIENCE & ASSAY DEVELOPMENT

Graduate Researcher, Department of Pharmacology & Toxicology — September 2013-present

East Carolina University | Brody School of Medicine, Greenville, NC

- Initiated and developed a new direction of research in the laboratory by creating the first human organotypic cardiac slice model for use in high-throughput cell-based toxicity assays
- Conceived of, designed, developed, and validated the finding that human cardiac slices exhibit normal human electrophysiology and can be used as *in vitro* alternatives to measure toxicological endpoints
- New organotypic model resulted in a ***Nature*** publication and widespread adoption by the field, increasing the throughput of cardiotoxicity assays by 500%
- Developed and validated a new phenotypic cell-based assay that measures cardiomyocyte contractility, thus increasing the overall ability to predict whether investigational drugs will cause cardiac toxicity
- Strong organizational skills as demonstrated by managing multiple projects simultaneously while concomitantly supervising junior technical personnel and writing a successful research proposal
- Used foresight and judgment in setting up strategic collaborations and partnerships, thus pooling resources and positioning the laboratory as capable of screening 25% more cells in half the time



ADDITIONAL LEADERSHIP & SUPERVISORY EXPERIENCE

Chair, Career Symposium August 2016-Present

East Carolina University | Brody Graduate Association, Greenville, NC

- Led and supervised a team of 19 committee members to plan, organize and execute a symposium that serves ~400 local and international attendees with a budget of $30,000
- Developed marketing strategies and enhanced programming to **increase participation by 45%**; wrote a successful 9-page proposal advocating for program support
- Independently managed the all-volunteer group and provided feedback on their performance; organized team community-building activities that increased team cohesiveness and motivation to achieve common goals
- Team organized a successful event **$7,000 under budget** and exceeded project deadlines by several weeks

Supervisor, Undergraduate Research Scientist, ECU Summer Biomedical Research Program May-August 2015

East Carolina University, Department of Pharmacology & Toxicology, Greenville, NC

- Evaluated and managed the performance of an undergraduate research scientist; trained them in the required techniques and methodology used to culture primary human hepatocytes in 3D
- Combined guided instruction with encouraged self-direction to help the student think critically, resulting in them **improving the throughput capacity** of the cultured hepatocytes **by 20%** and **coauthoring a publication**

Grantsmanship Experience

GRANTSMANSHIP EXPERIENCE

Author and Principal Investigator September 2013-September 2016

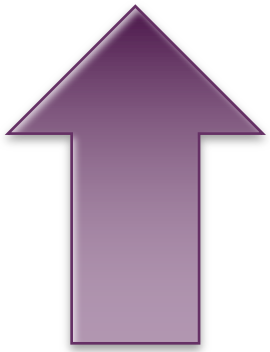
Congressionally Directed Medical Research Program, Department of Defense (DoD) Breast Cancer Research Program (BCRP)

- $90,000 Predoctoral Traineeship | wrote proposal and received funds for external research sponsorship

Assistant Grant Reviewer June 2015

Graduate Researcher, East Carolina University, Greenville, NC

- NIH Challenge Grants in Health and Science Research, Translational Science Pilot Project on Rare Diseases



Move to HIGH Position on resume

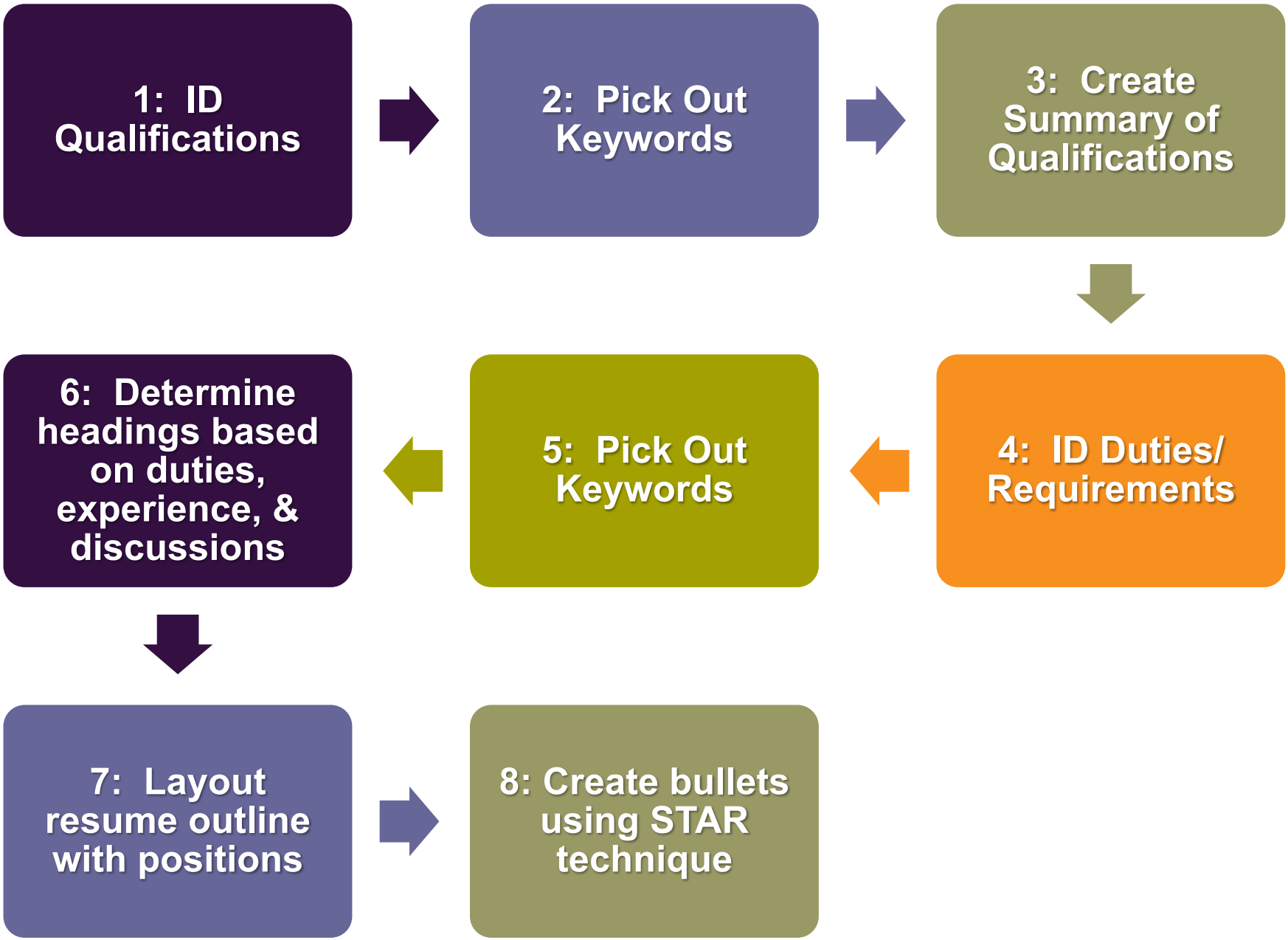
Technical Skills

TECHNICAL SKILLS

- **Assays**: cardiomyocyte contractility, cytochrome P450 induction, mitochondrial toxicity, androgen receptor transcriptional activation (ARTA), XXXXXXXX….
- **Cell Culture & Models**: 2D and 3D cell liver and kidney cell culture models, human organotypic cardiac slice models, XXXXX….
- **Instrumentation Platforms**: Confocal Cellomics ArrayScan, BD FACSCelesta multicolor flow cytometer, XXXXX…

Categorize by type and leave off extraneous

Step-by-Step Approach:



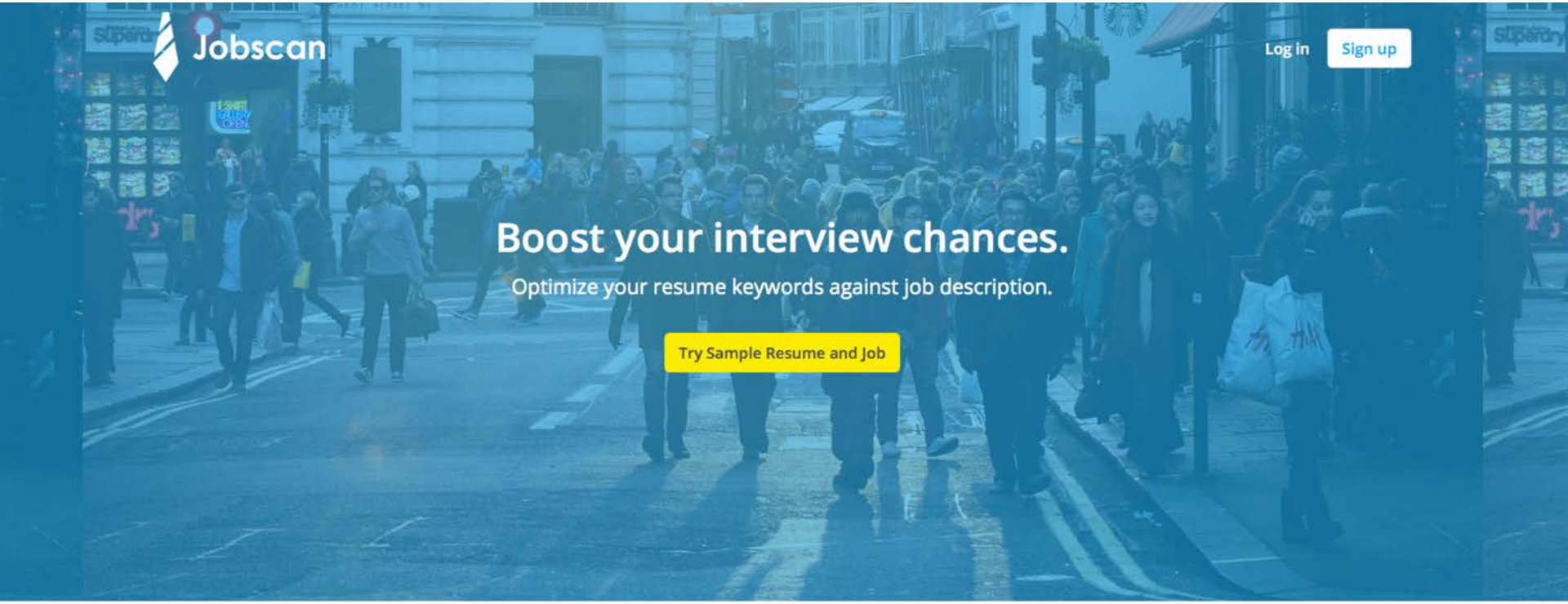
Added Resume ‘Check’

Jobscan Partners with Harvard Medical School

Jobscan partners with Harvard Medical School to help Postdoctoral Fellows land more job interviews

PR Newswire

Jobscan
February 2, 2016 1:10 PM



Get Past Resume Robots

Applying to a job online means that resume screening software, or Applicant Tracking Systems (ATS), stands between you and a job interview. To get an interview, you need to know how ATS rank your resume based on keywords and skills when recruiters conduct a candidate search.

Resume Keywords and Skills

Jobscan understands how ATS work. Jobscan is built from similar algorithms used by ATS such as Taleo and iCIMs. It will analyze your resume and tell you whether it's a good match for the job you want. Just paste in your resume and a job description and you'll get instant feedback telling you what resume keywords to prioritize, what your resume format should be, and what changes you can make to get past the resume screeners.

TRY SAMPLE RESUME AND JOB

STEP 1: PASTE RESUME OR UPLOAD RESUME

John Doe, Ph.D.
480 Any Town Dr., Durham, NC 27713, USA
Phone: (919) 555-0004 E-Mail: john_doe@gmail.com
U.S. Permanent Resident
SUMMARY OF QUALIFICATIONS
- Molecular toxicologist (7 years' experience), and expert in phenotypic assay development with 5 years' experience developing an advanced cell culture organotypic model for high-throughput toxicity screening
- Conceived of, developed, and validated a human organotypic cardiac slice model; demonstrated that cardiac slices exhibited normal human electrophysiology, resulting in a Nature publication
- Recognized for superior performance in managing a team of 19; supervised team personnel to organize and execute a symposium serving 400 while exhibiting excellent interpersonal and communication skills by maintaining regular team contact and building relationships and rapport amongst members
- Superior oral and written communication skills as demonstrated by authoring and/or presenting more than 25 scientific papers, posters and reports including invited presentations at international scientific meetings

Clear resume

STEP 2: PASTE JOB DESCRIPTION

We are seeking a cellular/molecular biologist to lead research in the design, development, and validation of cell-based assays for the evaluation of toxicological endpoints relevant to safety science. The candidate will have a combination of experience in general molecular biology methods, culture methods for stem and/or primary cells, application of simple 2D or 3D cell models or more complex organotypic systems, and use of systems-based detection and measurement technologies (e.g. transcriptomics or high-content cellular imaging).

The successful candidate for this position has a doctoral degree in cell biology, genetics, molecular toxicology or a related field with significant background in cell and molecular biology. A demonstrated track record of managing multiple projects, supervising technical staff, and writing proposals for external research sponsorship is strongly preferred. Expertise in vitro alternatives for the following toxicity endpoints are of particular interest: primary hepatocyte culture and liver toxicity, developmental toxicity, endocrine disruption (thyroid, androgen), cardiac, brain and kidney toxicity.

•A PhD in molecular biology, cell biology, pharmacology, molecular

Clear job description

SCANNING...

Need help? Just ask

MATCH RATE

ADD MORE MISSING SKILLS (INDICATED BY ✖) INTO YOUR RESUME TO INCREASE YOUR MATCH RATE TO 80% OR ABOVE.

RESUME WORD COUNT	✔	There are 588 words in your resume, which is under the suggested 750 word count for relevance and ease of reading reasons.
ADVANCED DEGREE	✔	This job requires or prefers an advanced degree. An advanced degree is found in your resume.
MEASURABLE RESULTS	✔	There are five or more mentions of measurable results in your resume. Keep it up - employers like to see the impact and results that you had on the job.
JOB TITLE MATCH	✖	The *'Biologist'* job title was found in the job description, but not your resume. We recommend having the exact job title you're applying to in your resume to ensure you'll be found if a recruiter searches by job title. If you haven't held this position, you could include it as part of your objective. Incorrect job title in the job description?
COMPANY	✖	Adding this job's company name and web address can help us provide you ATS-specific tips. Add Company Name | Add web address for this job

HARD SKILLS

Hard skills are often skills learned through training, such as proficiency with specific software, tools, or other specialized skills. Below are the hard skills and their frequencies in your resume and job description. Skills denoted as ✖ are found in the job description, but not your resume.

RESUME		JOB DESCRIPTION	
✖	Molecular Biology	3	Molecular Biology ✖
9	Research	3	Research ✖
✖	Biology	2	Biology ✖
✖	Content	1	Content ✖
✖	Design	1	Design ✖
✖	Genetics	1	Genetics ✖
1	Supervising	1	Supervising ✖
✖	High Content Imaging	1	High Content Imaging ✖
2	Technical	1	Technical ✖
✖	Safety	1	Safety ✖
✖	Personnel Management	1	Personnel Management ✖

SOFT SKILLS

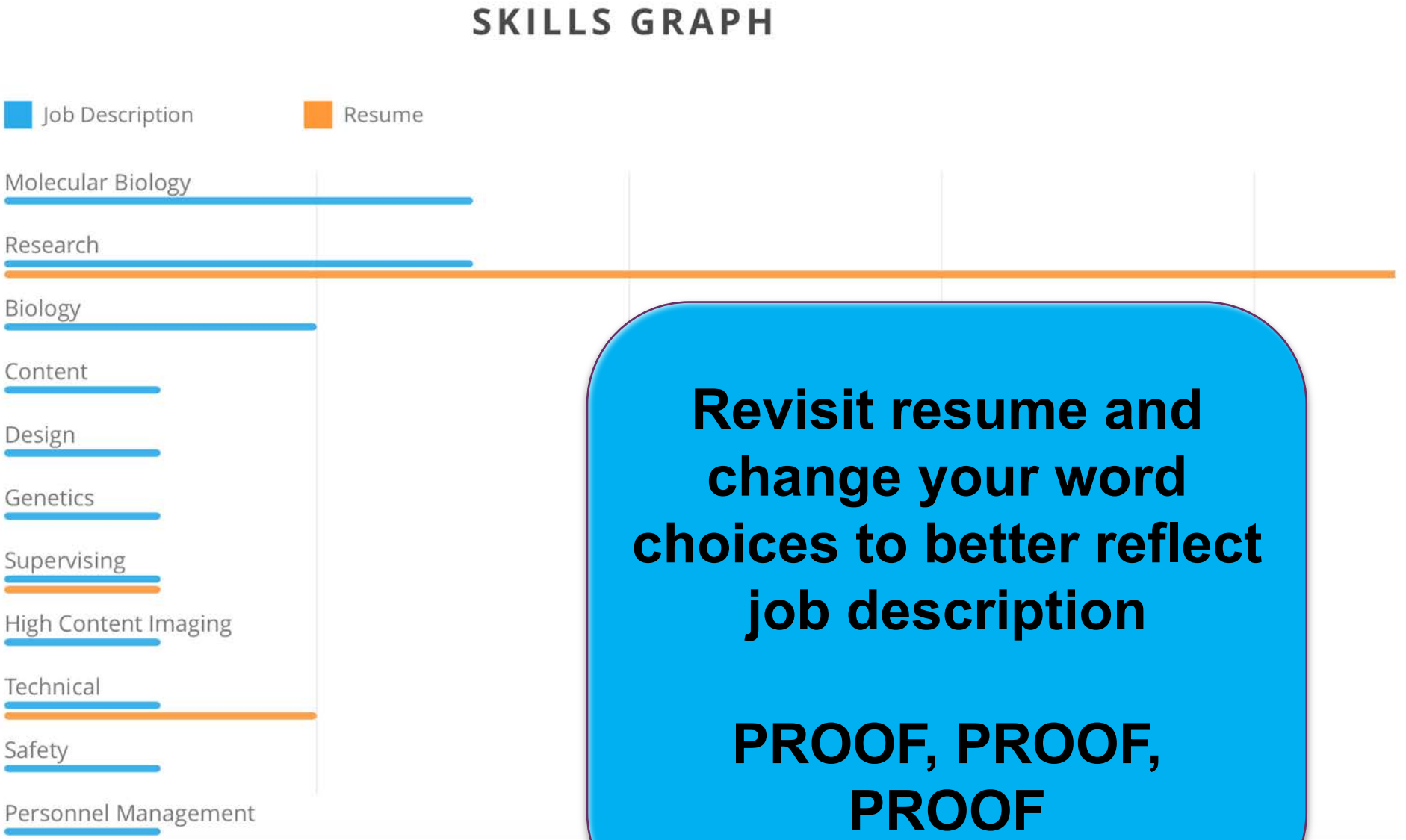
Soft skills are skills such as "detail oriented" or "team player" and are less likely to be searched for by recruiters, so they are weighted less in the match rate. We recommend focusing on the "Hard Skills" section above. Skills denoted as ✖ are found in the job description, but not your resume.

RESUME		JOB DESCRIPTION	
1	Strong Organizational Skills	1	Strong Organizational Skills ✖
✖	Driven	1	Driven ✖
✖	Self-driven	1	Self-driven ✖
2	Communication Skills	1	Communication Skills ✖
✖	Excellent Communication	1	Excellent Communication ✖
1	Writing	1	Writing ✖

OTHER KEYWORDS

These are one-word terms that appear three or more times in the job description, but are not words we classify as skills. These are here only for reference and have less weight in your match rate. We recommend focusing on the "Skills" sections above. Skills denoted as ✖ are found in the job description, but not your resume.

RESUME		JOB DESCRIPTION	
5	Cell	5	Cell ✖
4	Toxicity	4	Toxicity ✖
1	Molecular	3	Molecular ✖
✖	Cellular	3	Cellular ✖
4	Culture	3	Culture ✖
✖	Systems	3	Systems ✖
2	Development	3	Development ✖



Revisit resume and change your word choices to better reflect job description

PROOF, PROOF, PROOF

JOB RECOMMENDATIONS

Matching **fulltime** jobs based on skills (Biologist, Research , Communication Skills , Technical) within **50** miles of **27713**
Customize

MATCHING SKILLS FROM RESUME | MATCHING SKILLS FROM JOB DESCRIPTION

Molecular Biologist | AgBiome - Research Triangle Park
Excellent **communication** and organizational **skills**. AgBiome is a revolutionary early stage **research** and discovery company in **Research** Triangle Park, NC,... - Posted 24 days ago

Research Engineer - R&D Process Developer | Arbiom - Durham
O Excellent interpersonal and **communication skills**, both verbal and written. O Advanced **technical** degree (M.S. O Collaborate with **biologists** and microbiologists... - Posted 30+ days ago

Principal Investigator: Cell-based Assay Development and Validation | SciMetrika - Research Triangle Park
Excellent **communication skills** - both verbal and written. Cellular/ Molicular **Biologist**. A demonstrated track record of managing multiple projects, supervising... - Posted 30+ days ago

BIOINFORMATICIAN II | Duke University and Duke University Health System - Durham
Performs bioinformatics **research** and initiates new predictions of biological interest to the investigators' **research** goals.... - Posted 23 days ago

Brief Cover Letter Overview

First Paragraph

Enthusiastic interest in the position	How you found the job	Basic information about yourself

Middle Paragraphs

Why you are interested in the position/employer	What sets you apart & makes you a good fit for the position | value add	NOT lists, make it personal, pick specific examples

Closing

Interest in interviewing	Follow-up	Thank them

Dear Dr. (Find Name of a Hiring Manager!),

- It is with great enthusiasm that I submit my application for the **Principal Investigator: Cell-Based Assay Development and Validation (Job ID: 236447)** position at SciMetrika. I learned about this position from Dr. Jane Doe; after detailed discussions with Dr. Doe about the mission of SciMetrika, I am especially interested in joining your company. Currently, I am a graduate student in Dr. Excellent Scientist's laboratory in the Department of Pharmacology and Toxicology at East Carolina University.
- I have extensive experience in molecular toxicology, and have had ongoing collaborations with scientists at SciMetrika, including Dr. Toxicologist. I am very familiar with the mission of SciMetrika to improve human health, and am extremely impressed by the quality of your science and the breadth of clients that seek your services. My specialty in predictive toxicology assay development would be especially useful at SciMetrika, where my emphasis on advancing alternative *in vitro* methods of chemical toxicity testing using organotypic culture models (OCMs) could expand upon the consulting services that you offer. I am self-driven to excel in improving and developing research programs as demonstrated by how I developed and validated the first organotypic cardiac slice model resulting in a ***Nature*** publication. This work has increased the throughput capacity of cardiotoxicity assays by 500%, and has been widely adopted within the field.
- Aside from my technical expertise, I took a strong leadership role in the lab to ensure coordination of chemical inventory and ordering systems. More specifically, I collaborated with the lab team to identify all reagents, develop a database, and store reagents centrally and alphabetically, thus decreasing waste and duplicate orders by 35% and saving $3700 within the first year of implementation. This also demonstrates my strong organizational skills, which are further evidenced by completing 8 peer-reviewed papers with the participation of technicians and students that I supervised. My diverse background in toxicology combined with my leadership experience would position me to begin immediately advancing SciMetrika's mission.
- I look forward to continuing this conversation during an interview at your convenience. I will contact you by X date to follow up on this application. Please feel free to contact me at anytime, the best method is by email at john.doe@gmail.com. Thank you for your consideration.

Make It Easy…

HOW?

TAILOR
SHOP

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+

Questions?

Additional Remarks

- If emailing = convert to PDF before sending!!
- GPA? List if 3 to 3.5+ (or, *summa cum laude, cum laude*, etc)
- References –mixed reviews…if decide to add, can limit the amount of space taken up

William C. Copeland, Ph.D. • Principal Investigator and Chief, Laboratory of Molecular Genetics • National Institute of Environmental Health Sciences • 111 T.W. Alexander Drive • Mail Drop E3-01 • Research Triangle Park, NC 27709 • Phone: (919) 541-4792 • copelan1@niehs.nih.gov

- Footers – name and page number
  [Collins, T.R.L, Ph.D • page 2 of 3]

Additional Remarks

- Font SIZE & TYPE is important! (Standard Black Font, Arial, 11-12pt)
- Make use of W H I T E S P A C E, • bullets, ALL CAPS, **Bold,** underlining, & | section | divisions | to create visual interest/highlight key points
- Include a professional email name & phone number
  - cutie15@gmail.com = NO
  - tammy.collins@gmail.com = YES
- Be Consistent! [all caps or bold headings, etc.]
- Avoid using 1st person (I, my)
- PROOF, PROOF, PROOF! [& get others to proof!]