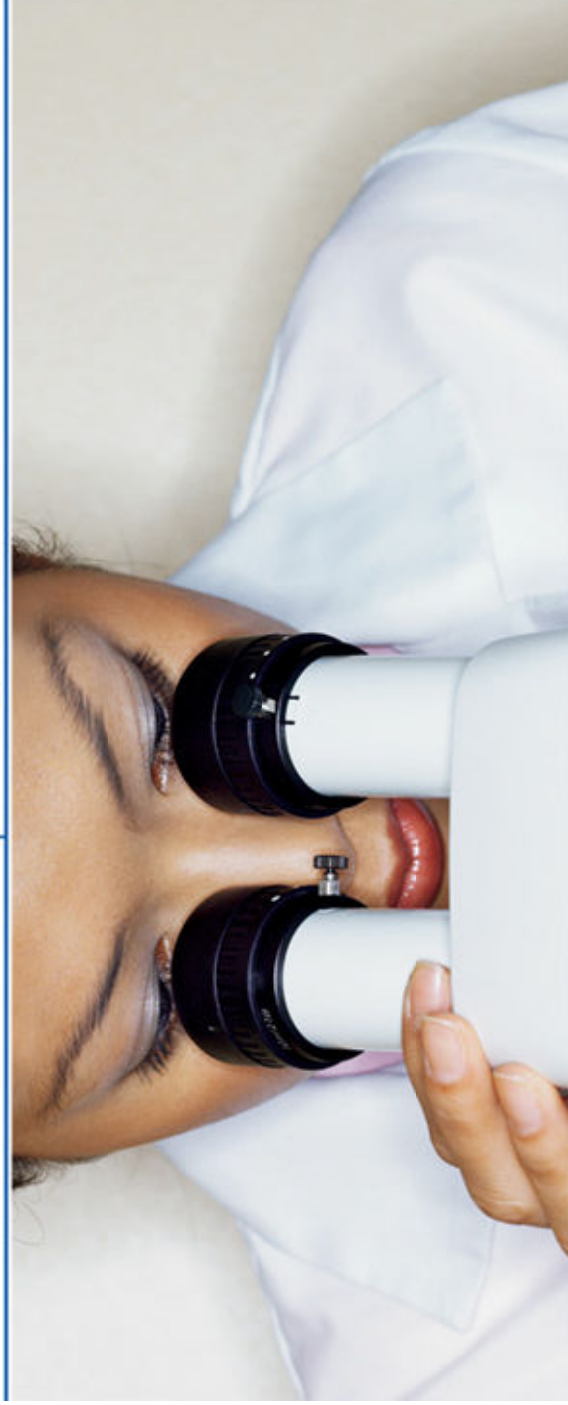


Making a Difference.



 **LAB SUPPORT**
A DIVISION OF ON ASSIGNMENT

Application forms / CV's for experienced candidates

Beth Clarke
Lab Support, Europe

▲ Elements of Career Management

- Your Interests and Experiences
- Opportunities
- Covering letter
- C.V. Writing Skills
- Interview Technique



► Personal Evaluation:

- Employing a person, not a skill set
- Soft skills
- Company fit



► Personal Evaluation

- Are you a patient / impatient person?
- Are you an easy or difficult person to work with?
- Communication skills
 - Do you jump in before you have heard everything?
 - Do you ask for clarification?
 - Do others understand your ideas / instructions?
- How do you manage any differences in opinion?
- What is important to you?



► Personal evaluation

- Your experiences
 - Biggest achievements?
- Suitability for type of company
 - Innovative, Dynamic, Prescriptive
 - Your experience



▶ Covering Letter

- Focused
 - Speculative application - focused to company
 - Role specific – focused to position
- Tailored
 - Research the company
 - Areas of research
 - Your experience in these areas
 - Why you are suited



► Pet dislikes:

- I am interested in the role because I feel X is an excellent company to work for
- I am keen to work in the X sector (when company operates in Y)
- I am looking to use my experience in Z and feel I am the best suited applicant
- I have a degree / experience from X and believe this makes me ideal for your role/company



▶ CV's – General rules

- Clear
- Concise
- Error free
- A snapshot of you
- Snapshot of your experience
- Opportunity to discover more at interview



I am a biochemist with particular skills in molecular biology (DNA sequencing, construction of plasmids, site-directed mutagenesis by oligonucleotides in phage and by PCR), protein expression in *E. coli*, purification of protein and RNA on scales sufficient for structural determination by NMR, construction of genomic mutations in *E. coli* and 2-dimensional electrophoresis for proteomic studies. I am computer-literate, with experience in programming in Fortran (IBM mainframe), C (UNIX systems) Perl (on Linux) and JavaScript, computer analysis of DNA and protein sequences, as well as having assembled my own home computer.

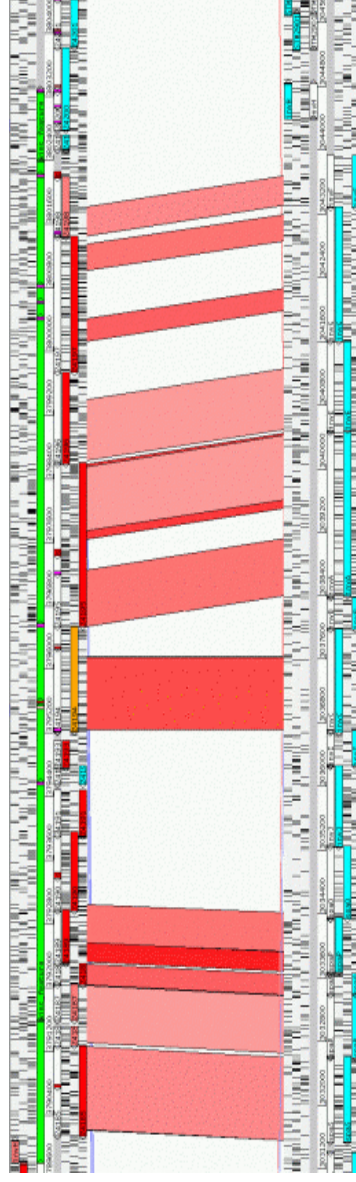
During my time in Cambridge, I was involved in the teaching of DNA sequencing to undergraduates. In several years I demonstrated in practical classes in this area, including use of the Staden computer programs for database assembly; I have also supervised undergraduate practical projects.

Latest work

1999 - 2002: University of Never Never, Research Fellow

Working on the proteomics of *Escherichia coli* O157 (publications 23-26). This included 2-dimensional electrophoresis of lysates of *E. coli* O157 and K12 grown under various conditions, with further analysis of particular protein spots by mass spectrometry. Specific genomic mutations, mainly gene deletions, were produced in *E. coli* O157 and *Salmonella*, and improvements were made to the allele exchange system used in this work. Secreted proteins were examined and fimbrial gene transcription investigated by rtPCR. As part of this work, I set up and used the programs Artemis and the Artemis Comparison Tool (ACT), including generation of comparison files for *E. coli* and *Salmonella* genome sequences.

The mutation system was also used to inactivate genes by insertion. The *E. coli* gene *invC* was one of these. It was of interest as it lies within an O-island (present in *E. coli* O strains, but not in K strains) with homology to the *Salmonella inv-spa* region.



► Industry response..?

- Cluttered
 - Formatting?!
- Very detailed
 - But... 1st step of screening may not be technical, may fail HR screening on format
- Not really a snap shot
- Hard to abstract information from
- Full CV was 5 pages! (excl. publications)



NAME
Address
Email

Research Experience

Job title X
Employment 05-08
Company name – brief company description of company focus

Achievements include

Kit optimization from ELISA to multiplex platform

Lab skills – manual and robotic filter plate assays, ELISA including QC, sensitivity and specificity analysis of reagents
Data analysis of fluorescence & barcode reader output - kit QC & validation, accelerated kit stability, NEQAS samples
Documentation - standard operating procedures for research and manufacture
Research and manufacturing collaboration

Research Scientist
1993 - 1998
Supervisors name, Dept, Academic organization

Research Area – synopsis

Achievements include

Research published in [Name of paper]

Lab skills - cell signalling, tissue culture, protein purification by FPLC, Western blotting, SDS-Page, Ion exchange chromatography

Molecular biology - DNA/plasmid purification, bacterial transformation, RNA extraction

Numerous collaborations with other laboratories

Regular presentations at meetings



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► Industry response

- Clear
- Easy to abstract information from
- Good summary
- 3 pages – acceptable length given experience
- Publications cited
- View of well rounded person!



► Differences to your application

- Appropriate to share all publications?
 - Supplementary pages
- Cite all skills?
 - Level of expertise
 - Scoring
 - Extent of experience
- Appendix as means of presenting additional information on research?



▶ Pet dislikes

- I can work well both in a team and individually
- I have excellent English Language skills
- Personal statements that span several paragraphs
- Extensive interest section – a few key statements make more impact
- Colour & font variation



Career Options –

Where can you find opportunities?

- Advertisements
 - Newspapers
 - Internet
 - Relevant Journals
- Professional Associations
- Careers Services
- Job Centres
- Recruitment Services
- Speculative Letters



LAB SUPPORT – WHO ARE WE?

- Leading recruitment consultants in the scientific sector.
- We are a group of scientists placing other scientific professionals on assignment within a laboratory environment.
- Specialise in temporary assignments, both short and long term and temp-perm as well as permanent placements.
- Place all levels of scientists from A level technicians and new graduates through to PhD researchers



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Summary

- Consider your experiences to date, skills and preferences
- Do your research
- Prepare your CV & Covering letter – clear font (same throughout), spell-check, concise, tailored
- Do your research
- Selected for interview
- Do your research
- Use all resources open to you to find suitable vacancies
- Do your research
- Lab Support can help you find work and provide information to you





- GOOD LUCK IN YOUR CAREER



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Any Questions?