

Resume Workshop for Research Jobs

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MSU Psyched to Work 2020

When Choosing a Style...

- Consider what you are applying to:
 - Academia
 - Non-profit (could go either way)?
 - Older/established companies
 - Pharma/Industry
- Check out their website, this should give you an idea if a “fun” resume might be the way to go.



When Choosing a Style...

- Consider what you are applying to:
 - Marketing research?
 - Biotech company?
 - Statistics?
 - Start-up?
- Can get away with “edgier/fancier” resumes
- *Remember: most resumes are viewed electronically but you still bring several paper versions to an interview*
- Use PDF for resume file type to maintain your style



Keep in Mind...

- When going “outside the box,” your resume should only bring positive attention
 - Steer clear of anything that is too busy
 - Never use unprofessional/hip “lingo”
 - Please don’t ever put YOLO on your resume ☹️
 - Never compromise brains for beauty
 - Never use symbols (&, %, @) – always write everything out
- When in doubt, stay traditional
 - Better safe than sorry!

PROOFREAD!

Philadelphia Parks and Recreation TreePhilly Program

Attn: Erica Smith Fichman

One Parkway Building, 10th Floor

1515 Arch St. Philadelphia, PA 19102

Dear Mrs. Fichman,

Please accept my enthusiastic inquiry into the Program Assis Program. I would love to be a hard-working, passionate addit the job posting I knew my qualifications would make me a gr

Resume goes here. |

OBJECTIVE

EDUCATION

SKILLS PROFILE

- Oncology clinical research coordination
- Clinical data management
- Spreadsheet & database creation
- Excellent organizational skills and attention to detail in maintaining accurate, retrievable records
- Demonstrates strong attention to detail and ability to adhere to project deadlines
- Ability to prioritize quickly and appropriately and strong ability to multi-task

EMPLOYMENT HISTORY

Voorhees, NJ

- Responsible for Coordination of all data management activities for Lung Nodule & Lung Screening Program in EPIC
- Conducts screenings for potential patients, reviews protocol requirements to determine eligibility and enrolls patients in Lung Screening Program by NCCN guidelines
- Abstracts and research data by Fleischner Guidelines to enroll patients in Lung Nodule program and notify physician in a timely manner
- Conducts data base analysis, maintains statistical dash boards and assists clinicians with maintaining spreadsheets

Camden, NJ

- Abstract and research data from medical records/EMR
- Responsible for clinical improvement and related data in an accurate and timely manner for Neonatology by consistently ensuring proper coding, sequencing of diagnoses and procedures
- Carefully prepare, review and submit discharge/transfer summaries into EPIC, create reports that supports quality assurance and performance improvement

Voorhees, NJ

- Provide support for department director and genetic counseling team through all aspects of routine clinic activities by researching and obtaining pathology reports to prepare for physician review for universal tumor screening
- Prepares grants for research department, creates forms processes and completes confidential

Resume Content: Versions

- Length vs Content
 - Once you have had multiple experiences, you will need to decide what is important based on the job description
 - Can always remove/condense irrelevant experiences
 - Have to list grocery store? Babysitting? Probably not...
 - Within each position on your resume, list most relevant experiences **from the job posting** first
- TAILOR TO THE JOB!

Clinical Research Coordinator

Duties The clinical research coordinator (CRC) will work in the Transplant Department and be responsible for data entry, organizing, maintaining and assuring the accuracy of all study documentation. The coordinator will oversee one clinical trial ensuring that the integrity of the protocol is maintained, all data and queries are answered in a timely manner, appropriate AEs and SAEs are reported to the sponsor and IRB per protocol. The CRC will participate in clinic to explain the trial to the patient and family, enroll and consent patients and complete any follow-up or research activity required. The CRC will conduct phone interviews if necessary. The CRC must complete relevant training to function in the role including electronic databases, processing and shipping specimens and phlebotomy. The CRC must be sufficiently knowledgeable about Microsoft word, Excel and other standard programs. The CRC must maintain professionalism and follow the guidelines of the institution.

Always Always Always...

- READ the job description carefully
 - The order of duties will tell you a lot about the job itself
- Can rearrange subsections of resume to be most relevant
 - always chronological within each section
 - Research experience, job experience, publications, honors/awards
- Always include a cover letter
 - Not everyone cares but those who do will ignore an application without one.
- Better off applying for fewer jobs and including better information about yourself

Content

- Always speak in first person without using “I”
 - “Independently obtained informed consent from qualified research participants.”
- You have limited space, make sure you are properly expressing your strengths and experiences
- Stay away from buzzwords without collateral
 - “Detail oriented”
 - HOW?! 
- Instead of just stating what skill to gained, explain what you did to reinforce the strength or skill

Substitutions...

Instead of this...	Write this...
“Effective at multitasking and time management.”	
“Required high levels of attention and being detail-oriented.”	
“Strong computer and data-housing skills.”	
“Independent worker but am also capable of being a team player.”	

Substitutions...

Instead of this...	Write this...
“Effective at multitasking and time management.”	“Consistently met deadlines on multiple projects simultaneously.”
“Required high levels of attention and being detail-oriented.”	“Independently completed study related tasks without error.”
“Strong computer and data-housing skills.”	“Certified to complete data entry into both Excel and REDCap.”
“Independent worker but am also capable of being a team player.”	“Successfully completed tasks with minimal oversight both independently and as part of the study team.”

Resumes in Interviews

- Always use your resume as talking points
- Be able to elaborate on experiences
 - Type of recruitment (waiting room/clinic, cold call, self-refer)
 - Consenting (did you complete risk/benefit assessment?)
 - Structured interviews (how much freedom did you have?)
 - Programs used for data entry (Excel, REDCap, etc)
 - Subject screening
- Always be able to explain what skills you learned from each experience (this is where you say you learned things like time management, multitasking, etc)

Resumes in Interviews

- You should always be prepared with:
 - “Tell me about yourself”
 - Relevant to the position but creative and give them an idea of who you are
 - Looking to build teams, not hire individuals
 - At least 1 strength
 - At least 1 weakness + how you’re working on it
 - Moving to more “experiential” interview style (use examples)
 - A professional challenge you faced and how you grew from it/overcame it
 - What you liked/disliked about last position
 - Why you are currently seeking a new job

Interview Tips

(from a recent new hire!)

- Be professional but allow the interviewers to see who you are
 - 95% professional and 5% personal
 - Make reference to an accomplishment you are proud of (like winning a baking competition or a college sport) or share a bit about yourself (like talking about the cat you just rescued or interest in fashion/a hobby).
- Remember, you are “interviewing them” too
 - Come with questions you have about the team
 - It will allow you to determine if this team shared core values and is someplace you would like to work
 - As yourself, “is this someone I feel like I can communicate with? Is this someone I would be proud to work for?”

All Research Staff Must Be:

- Detail-oriented
- Know the lingo and use it correctly
 - Informed consent (ICF), protocol, IRB, adverse event, sponsor (FDA vs Private)
- Able to interact with people effectively
 - Co-workers and participants
- Able to manage multiple deadlines/projects at one time
 - Ability to prioritize or ask for help prioritizing
- Forward-thinking – problem solvers
- Flexible