Resume, LinkedIn and Interview Advice

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iJOBS

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Preparing for your career

- Maintain a CV/Resume

- Create a LinkedIn account and send personalized requests

- Develop your communication, leadership, project management and teamwork skills by volunteering for organizations.

- Network at meetings – make business cards

- Do self assessments to see what you are good at and enjoy
  (e.g. AAAS myIDP - http://myidp.sciencecareers.org/)

CV vs Resume

- Resume is no more than 2 pages with clean layout and highlights work experience and skills.
  - Results oriented summary of qualifications
  - Work experience with results
  - Education
  - Technical and non-technical skills
  - Awards, honors
  - Publications, presentations

- CV is as long as needed and includes everything you have ever done.
  - Education
  - Positions/Research Experience
  - Professional organizations
  - Honors and awards
  - Teaching experiences
  - Fellowships and grants
  - Publications and abstracts
  - Presentations
  - Activities and service

Example resume

Shilpy Joshi, Ph.D.

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PROFESSIONAL SUMMARY

- Independent, inquisitive and innovative multidisciplinary translational cancer researcher
- Cancer biologist by training with comprehensive knowledge of immunology, genomics and biomarkers
- Broad experience in running multiple matrix projects (Princeton University, NJ, MSKCC, Pfizer, NY, MD Anderson TX, NCI,) to successful completion
- Understanding of drug development process
- Experienced in engaging TLs/KOLs/HCPs, internal and external stakeholders.

WORK EXPERIENCE

Research Associate   2015-present
Eileen White Lab, Rutgers Cancer Institute of New Jersey (RCINJ), NJ

- Successfully initiated project with NIH-NCI & University of Rome, Italy, to identify genomic biomarker responsible for conversion of premalignant lesion in to malignant lesions in renal cancer.
- Utilized state-of the art metabolomics and established (L)-2hydroxyglutarate as a metabolic biomarker involved in epigenetic regulation for renal oncoytomas tumorigenesis in collaboration with Josh Rabinowitz lab, Princeton University, NJ.
- Identified components of mitochondrial respiration machinery as novel drug targets for Kras^{G12D} driven Non Small Cell Lung Cancer (NSCLC) by generating CRISPR-CAS9 knock out clones for mitochondrial dysfunction. Conducted preclinical drug studies of small molecule Complex I inhibitor of mitochondrial electron transport chain in Kras^{G12D} driven NSCLC lung cancer mouse model for MD Anderson Cancer Center, Houston, Texas.

New Jersey Commission for Cancer Research (NJCCR) Fellow   2013-2015
Eileen White Lab, Rutgers Cancer Institute of New Jersey (RCINJ), NJ

- Demostrated excellent project management skills by working with interdisciplinary experts at RCINJ and MSKCC, NY, leading major activities, and clearly communicating data among teams leading to a publication in high impact journal and several oral and poster presentations.
- Wrote and earned prestigious $100,000 NJCCR postdoctoral grant, $1200 Keystone Sympposia travel grant and awarded Scientific Excellence award by RCINJ.
- Analyzed and interpreted complex data sets, interconnecting results from genomics, molecular and cell biology assays, resulting in significant findings on Renal oncocytoma.

Postdoctoral Fellow   2011-2013
Eileen White Lab, Rutgers Cancer Institute of New Jersey (RCINJ), NJ

- Worked on high content shRNA screen for autophagy modulators in collaboration with Pfizer, NY and Broad institute, MIT producing a high impact publication and presentations in national and international conferences.
- Expanded teamwork and leadership skills by successfully mentoring undergraduates for their honors thesis.
- Developed skills to engage audiences by oral presentations in lab meetings, RCINJ program meetings, annual seminars and tri-state cancer metabolism meetings.

EDUCATION

- Mini MBA: Biopharma Innovation   Rutgers Business School, NJ, 2018
- Ph.D in Cell Biology and Immunology   IMTECH-JNU, India, 2010
- M.S. in Microbiology & Biotechnology   CCS Haryana Agricultural University, India, 2003

TECHNICAL SKILLS

- **Models:** Human patient tumor samples, mouse tumor models, human/ mouse cancer cell lines, generation of primary cell cultures from fresh biopsies, primary immune cells, 3D- matrigel cultures
- **Cell biology:** Flow cytometry, confocal, time lapse microscopy, incucyte, clonogenic, viability, cell based reporter/functional assays, autophagy flux assays, FISH, drug treatment, immunofluorescence/ immunoassays.
- **Metabolomics:** Seahorse (OCAR/ECAR), 13C- glucose/glutamine isotope tracer studies, metabolites extraction, lipid/glycogen accumulation assay, mitochondrial enzymatic assays: Complex I/II/IV.
- **Molecular Biology:** CRISPR-Cas9 mediated genome editing, RNAi transient as well as lentiviral mediated stable gene silencing, DNA/RNA isolation, plasmid preparation, vector & primer design, cloning, PCR, sequence analysis and other general molecular biology techniques.
- **Protein Biochemistry:** Recombinant protein engineering, expression (prokaryotes/ mammalian), purification, SDS PAGE, WB, IP, ChIP, ELISA, ascites generation and antibody purification.
- **Immunology:** Hybridoma and polyclonal antibodies generation, B/T cell response (Th1/Th2; CD3/CD4/CD8+), cytokine profiling.
- **Tissue analysis:** Immunohistochemistry (brightfield/fluorescence based) in mouse/clinical human patient samples.
- **Animal training:** Adenocre nasal inhalation, oral gavage, subcutaneous, intraperitoneal injections, allograft tumor assays (cell implantation), tumor and tissue harvest, pre-clinical drug dosing efficacy/toxicity studies.

PROFESSIONAL SKILLS

- Excellent analytical and problem-solving skills, team leader, highly motivated, innovative & persuasive.
- Established, managed and conducted collaborative matrix projects to constructive conclusions.
- Experienced in engaging TLs/KOLs/HCPs, internal and external stakeholders.
- Well-organized in data collection, documentation and good project management strategies.
- Good oral, written and interpersonal skills, presented research at national/international scientific meetings, wrote grants, published and reviewed scientific papers in peer- reviewed journals.

ONLINE CERTIFICATIONS

- Project Management workshop   Rutgers University, 2017
- MSL certificate   From Science to Pharma, 2017
- Introduction to the Principles and Practice of Clinical Research   NIH Clinical Center, 2014

RECENT PUBLICATIONS

1. Mitochondrial dysfunctions impair Kras$^{G12D/+}$ driven Non Small Cell Lung Cancer (NSCLC) by inducing ROS mediated DNA damage and cell cycle block at G2-M checkpoint. Joshi, S., White, E et al., 2018. Manuscript in preparation.
2. L-2hydroxyglutarate (2HG) serves as a metabolic biomarker for Renal Oncocytoma. Joshi, S., White, E et al., 2018. Manuscript in preparation.
3. Kumar, N., Srivillibhuthur, M., Joshi, S., Walton, K. D., Zhou, A., Faller, W.J., Perekatt, A.O., Sansom, O. J., Gumucio, D.L., Xing, J., Bonder, E.M., Gao, N., White, E. and Verzi, M. (2016). A YY1-dependent increase in aerobic metabolism is indispensable for intestinal organogenesis. Development. 143: 3711-3722.
4. Joshi, S*., Tolkunov, D*., Aviv, H., Hakimi, A. A., Yao, M., Hsieh, J. J., Ganesan, S., Chan, C. S., White, E (2015). The Genomic Landscape of Renal Oncocytoma Identifies a Metabolic Barrier to Tumorigenesis. Cell Reports. 13: 1895-1908. (*Authors have equal contribution)
5. Strohecker, A.M*., Joshi, S*., Possemato, R., Abraham, R.T., Sabatini, D.M., White, E (2015). Identification of 6-phosphofructo-2-kinase/fructose-2,6-bisphosphatase (PFKFB4) as a Novel Autophagy Regulator by High Content shRNA Screening. Oncogene. 34 : 5662-5676. (*Authors have equal contribution)

❖ References available on request.

Summary of Qualifications

1. Transferable Skill + 2. Technical Experience + 3. Quantified Result

- Strong leadership skills and experience managing research professionals on collaborative projects resulting in 8 publications and $250,000.00 in lab grant funding.

- Knowledgeable innovator with expertise in bioinformatics and nanotechnology as evidenced by 3 patents and the recent discovery of 2 new medical treatments involving composite microspheres.

- Excellent relationship builder with advanced skills in biological and chemical systems as demonstrated by the optimization of 9 different nuclear magnetic resonance spectroscopy methodologies and the set-up of 5 cross-functional collaborations, which lead to $1.5 MM in grand funding.

Example Summary of Qualifications

- Innovative Translational Chemical Biologist with 9+ years of experience in cell biology, drug delivery, oncology and nanotechnology with strong expertise in initiating and executing projects in the field of antisense-based therapeutics leading to 10+ high impact publications and presentations

- Goal-oriented team player with project management skills to leverage and manage collaborations with key opinion leaders (KOLs) and stakeholders leading to 3+ collaborative publications and 4+ patents

- Strong business development acumen as demonstrated by ability to write grant proposals leading to over $2,500,000 in funding from NIH and NSF to develop novel cancer and stem cell therapeutics

Example Summary of Qualifications

- Highly motivated individual with strong problem-solving skills. 6 plus years of research experience in interdisciplinary field including cancer biosensor development, pharmaceutical sciences, biomedical sciences, and fluorescence nanotechnology.

- Strong written communication and presentation skills demonstrated by 7 first-author publications and poster presentations at 8 national and international conferences to a multi-disciplinary audience.

- Successfully orchestrated multiple collaborations with cross-functional teams and contributed to accomplish project goals resulting in 13 co-author peer-review publications.

Linked in

- Professional headshot
- Results oriented summary of qualifications
- One personal piece of info that people will remember
- A work experience section
- 3+ professional references and 99+ skill endorsements
- At least 50 connections but be picky about who you select
- Use of keywords from job application that you are looking for
- Completed projects, publications, honors and awards, groups etc…
- LinkIn with others but don't use generic request.
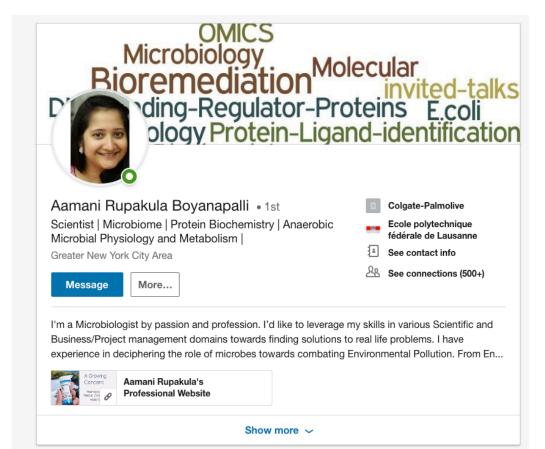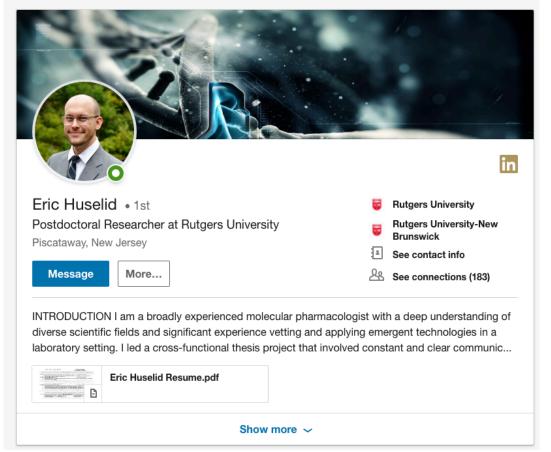- Post or comment on other people's posts to keep your account appearing active.

Example LinkedIn

Example LinkedIn

Preparing for an interview

- Research the people / university / program / company.

- Prepare questions to ask them.

- Review everything that is on your resume and be prepared to talk about it.

- STAR technique for responding to behavioral based questions.

Example behavioral interview question STAR response

- **Example Question**: Tell me about a time you had to complete a task under a tight deadline.

- **Example Answer:** While I typically like to plan my work out in stages and complete it piece by piece, I can also achieve strong work under a tight deadline. Once when I was treasurer of the graduate student organization, our vice president quit the group just before our big symposium. I was asked to take over the planning, with only a few days to learn about and complete the program. I got other graduate students involved, delegated work, and we all completed the planning with a day to spare. Through our vendors raised $2,500 for our organization and had 28 scientific posters. I think I tend to thrive under tight deadlines.

Example behavioral interview question STAR response

STAR
SITUATION — SET THE SCENE
TASK — DESCRIBE THE PURPOSE
ACTION — EXPLAIN WHAT YOU DID
RESULT — SHARE THE OUTCOME

- **Example Question**: What do you do when a team member refuses to complete his or her portion of the work?

- **Example Answer:** When there are team conflicts or issues, I always try my best to step up as team leader if needed. I think my communication skills make me an effective leader and moderator. For example, once I was working on a team project for a graduate school class, and two of the team members got into an argument, both refusing to complete their assignments. They were both dissatisfied with their workloads, so I arranged a team meeting where we rearranged the assignments for the team. This made everyone happier and more productive, and our project was a success for which our professor gave us an A.