



Cover Letters & Resumes for Industry

Wendy Penry
Associate Director, Human Resources
Human Genome Sciences
November 18, 2008

Agenda

- Why are you here?
- Current Market Economics
- What Really Matters to an Employer
- Positioning Your Story
 - In current conditions
 - Company budgets
 - Competition
 - Immigration
 - Explain gaps (in any market condition)
 - Your story
 - Understanding the company's business model and values
- Online systems
- Networking
- Biotech in Montgomery County

What Really Matters to an Employer

- A cover letter that complements your resume and helps explain what you have achieved and what you can bring to the employer
- A focused resume that tells a story of where you want to go and how you are going to get there
- A cover letter & resume without typos or other formatting issues
- You can never have too many people help you with writing your resume and cover letter!
- Bottom line: Learning agility, ability to work well with others, ability to deal with ambiguity and interested in the company and opportunity

Positioning Your Story

- What's important to you?
- Start with the skills you have acquired
- Consider transferable skills like.....
- Publications
- Highlight special projects or leadership roles that you were involved in
- Tell why you are interested in this employer
- Demonstrate that you understand what the potential employer's business model is
- Make reference to the job profile to which you are applying
- What NOT to do: too formal, third person, too generic/broad

What is being assessed: Past behavior is a predictor of future behavior

- Ability to handle change and ambiguity
- Ability to learn quickly and not make the same mistakes twice
- Ability to work with others
- Ability to power through and deliver when the heat is on
- Ability to shift gears on a moment's notice
- Demonstrated passion for the work
- Innovative thinking
- Leadership skills for managers of people
- Cultural fit

Networking

- Friends & Family
- Conferences/External Presentations
- Job Fairs
- Linked In
- Facebook
- User Groups
- Associations

Online Systems

- What do you want to know?

Biotech in Montgomery County

Avalon Pharma	HGS	NIST
BioReliance	Johns Hopkins	Otsuka America
Baxter BioScience	Kelly Scientific	QIAGEN Sciences
Charles River Labs	Life Sciences Research Office	SAIC-Frederick
DynPort Vaccine	MacroGenics, Inc	Shire Labs
Emergent Biosolutions	Martek Biosciences	Supernus Pharma
Entremed, Inc	McKesson Bioservices	Technical Resources International, Inc
FDA	MedImmune	U MD Bio Institute
Gene Logic	Montgomery College	Westat
Howard Hughes	NIH	Xceleron



Questions?