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Creating a Winning Resume Reflecting Your Skills and Experience

With Honesty and Integrity.

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Abstract

A great resume is important to securing the next step in your career. This presentation will identify the dos and don'ts of your resume submission which will help set you above the competition. Topics will include personal data, education, certifications, present and previous employment (including ways to list out employer/contractor roles), select accomplishments, social media and references.

Introduction

Recruiters are looking at many resumes every day and as a job seeker, it is very important to include relevant details and information for review. Resumes sometimes can be too short and sometimes too long. While it is important to showcase your skills, it is also important to list in a way that is both to the point and also with integrity.

Background

A resume should present a snapshot of who the candidate is and what they have accomplished. This includes personal data which identified who the candidate is, where they live and how to contact them; education data which tells the recruiter what type of degree they have, where and when they obtained it; certifications should be listed (i.e. SAS® Certification) and when they obtained it; therapeutic areas; present and previous employers (should always include employer and also client who they worked for if they contracted); accomplishments (Was the candidate recognized for good work? If so, include it and highlight it during the interview); references (these should not be personal family references or friends, these should be work related and the reference should be able to speak about the candidates work and confirm length of employment.)
Since a resume is a reflection of who they are and what kind of employee they will/can be, it is always very important that that candidate should always present the truth on their resume and be able to speak about what they have listed on their resume when they interview.

Personal Data

A good resume will include pertinent information on the candidate including full legal name, address including City and State, if you don't want to list your full address, it is always good to include City and State. Additionally, you should include your email address, phone number. If you have a Linked In or other social media accounts for professional use, it is great to include them as recruiters are searching these when they receive your resume, so a link is helpful.

Objective/Summary

Write your concise objective including a brief statement of your experience and what your career aspirations include.   Keep this to 2-3 sentences.

Education

List your education out completely and include all degrees, course of study, name and location of the College or University and include the month and year of graduation.   For high school diploma, do not include year of graduation.

Certifications

List your certifications relevant to your career out completely and include the name of the course, where taken, month and year.

Therapeutic Areas

List your therapeutic areas, this is very helpful as many companies are seeking professionals with experience in many therapeutic areas. This helps the recruiter know if you are fit for one role or another.

Present and Previous Employers, Select Accomplishments

List your title, employer name and location for each role. If you are a 1099 contractor or a corp to corp contractor, list out the name and location of your employer along with the name and location of the client in which you performed the services.   This creates transparency and avoids any background check issues for the future.

Be concise, clear and honest with your responsibilities in each role and don't exaggerate. For example, if you have only worked on CDISC for 6 months, don't claim to be an expert. If you haven't worked on something extensively, don't claim that you have.   Be sure to include a good summary (bullet style) of your experience and include everything that you have worked on. For example, if you have SDTM experience, then be sure to include it and the versions, however, don't list every domain that you have worked on. Don't include every TLF and macros you have ever created, simply list that your experience includes TLFs. Many companies use standard macros and also rely on ad hoc macros, if you have this experience, list what you have done.

If you have led a study or a team, be sure to include those details and include details if you interact with the client, or directly/indirectly manage teams, budgets, change orders, bid defenses etc.

Include your select accomplishments with each employer.   This gives the recruiter an idea of what impact you have had on your present/past employers and shows the value that you could potentially bring to this new organization.

References

Include a statement that references will be provided upon request. Create a formal list as a second document.   Your references should be professional and from the past and present employment. Professional references should be able to speak of your skillset and contribution to each role that you held.

Your professional reference sheet should include the name, title, company, phone number and email address.   It is best to include the reference's work number and work email address when possible as this is professional.   Also, don't include any reference that hasn't given you permission to use on your behalf.   Be open with your references, if you feel that you are close to securing a new role, reach out to your references and let them know that they may be receiving a phone call from the company in which you are interviewing.

Social Media

Along with your resume, your professional social media should match and mirror each other. You should also keep everything professional, when sharing and liking updates, make sure that they are professionally appropriate. It is okay to have an opinion about something, but don't let it affect your image negatively.

Conclusion

Samples of good and bad resumes.   Review of dos and don'ts and review the impact of networking.   Include references to websites that will help candidates with resumes and interviewing.

Websites with Resume Writing Tips:

Monster.com

https://www.monster.com/career-advice/article/write-a-winning-employment-history

Careerbuilder.com

http://www.careerbuilder.com/advice/resumewriting-101-sample-resumes-included

About the Author

Kelly Spak is a Senior Recruiter with Chiltern International, Inc. and has been in the Human Resources field within the CRO Industry for over 14 years.   She has experience in Recruiting, Immigration and Global Mobility. Kelly enjoys networking with SAS and Statistical Professionals within the Pharma/CRO industry and aspires to connect each candidate with a great opportunity.

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