# Job Hunting in the Biotech Industry – Part 1

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Job Hunting in the Biotech Industry

### **Seminar Goals**

- Improve understanding of unique biotech industry features for scientist job seekers
- De-mystify job hunting in industry
- Provide step-by-step process for conducting a job search for scientist positions in industry
- · Slides: career.ucsf.edu
  - Grad students and postdocs; career; nonacademic jobs;

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### **Seminar Sections**

- What you should learn before you start unique facts about industry job market and selection process
- Preparing industry resumes
- Finding company information and finding scientists at companies
- · Four techniques for a comprehensive job search
- Interviewing and compensation negotiation tips in Parts 2 and 3

3

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# Overview of Biotech/Pharma Job Market

### Read these:

- · Ernst and Young: Global biotechnology reports
  - Where are the jobs?
  - What kinds of companies are growing?
  - Overall health of industry?
- · Biospace.com News feed

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## Overview of Biotech/Pharma Job Market

Unique company structures and types of jobs. Learn more!

1. Read: Massachusetts Biotechnology Council <a href="https://www.massbioed.org">www.massbioed.org</a>

-Under Students: Learn about careers; pdf – Sample of job descriptions (Salaries outdated)

- 2. Read: Careers in Biotechnology and Drug Development (Freedman)
- 3. Project: Read 20 job descriptions for "Scientist" in your field

5

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# Overview of Biotech/Pharma Job Market

Unique Hiring Process:

Step 1: Human Resources – Is the candidate a general fit for the position description? Cover letter (10 seconds); resume (20 seconds)

Step 2: General fit? Goes to hiring manager (scientist). Cover letter (10 seconds); resume (1-2 minutes). Phone interview?

Step 3: Phone interview(s) with HR and/or Hiring Manager. Invite for site visit?

Step 4: Site visit includes interviews with 1-10 scientists/mgrs; possible job talk with interdepartmental audience. Offer?

Total time, Steps 3 thru 4: 1-3 weeks

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# Overview of Business and Industry Application Materials

### Application materials needed:

- · General resume for networking purposes only
- Job application resumes your general resume tailored for each individual job description
- · Cover letter draft tailor for each job description
- · Business cards for networking and interviewing

Betty Smith, PhD Immunologist

7

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### Sections of a Resume

- Heading: Name, address, phone (not lab), email, website
- Profile or Summary or Highlights
- Education
- Various "Experience" Sections Research, Teaching, Mentoring, Leadership and Supervision, Industry, Community Service, Writing, Business
- · Skills or Techniques categorized list
- Awards describe if not obvious
- · Presentations and Publications at end
- Generally no references or "References available upon request"

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# **Business/Industry Job Search – Marketing yourself with your resume**

Make sense of your background and skills for lay readers and scientists...

- 1. Include a Skills/Techniques section
- 2. Use the 3-bullet format to write about your research
  - -What's the big question you're trying to answer?
  - -How are you trying to answer it? What methods? What approaches are you taking?
  - -Accomplishments...What interesting things have you found? Might you find? What are the potential applications of this research?

9

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# **Business/Industry Job Search – Marketing yourself with your resume**

- 3. Use a Summary section or Profile section:
- -First section of industry resume
- -Purpose: "hook"
- -Purpose: Quickly demonstrate match between position requirements and your qualifications
- -Useful format:

One or two line statement about "what" you are and how long you've been that (if job description specifies), followed by bulleted text that fits job description

-ONLY include items that will help convince the reader you are a fit for the job description

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# **Business/Industry Job Search – Marketing yourself with your resume**

### The job ad informs your Summary/Profile

Scientist - Protein Chemist

....We are seeking a highly motivated PhD scientist to join our Technology Development Team...

The Technology Development team is seeking a uniquely qualified individual to establish a new project that combines <u>our chemical synthesis core technology with state of the art combinatorial peptide methods.</u>

Requirements:

-PhD in Biochemistry

- -2-5 years of experience in industry or a combination of industry and related postdoctoral experience
- -Experience with structural biology, NMR or X-ray crystallography is a plus
- -Background in folding and purification of proteins is highly desirable
- -The job entails both bench work and management skills
- -The job demands excellent communication skills, writing skills and the ability to work in teams

1

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# **Business/Industry Job Search – Marketing yourself with your resume**

Ch' en Shu

Dept. of Biochemistry & Biophysics Box 000

BOX OO

University of California at San Francisco

San Francisco, CA 94143

Phone: (415) 111-2222 (H)

(415) 333-4444 (W)

e-mail: shu@ucsf.edu

### **PROFILE**

Protein **biochemist** with 5 years postdoctoral experience and 3 years industrial experience

- · Successful bench scientist with strong publication record
- · Extensive experience working in chemistry and structural biology
- · Project management experience in industrial settings and academic settings
- Excellent communication and writing skills developed by managing my own successful startup company

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# **Business/Industry Job Search – Marketing yourself with your resume**

### Ch' en Shu

Dept. of Biochemistry & Biophysics Box 000 Phone: (415) 111-2222 (H) (415) 333-4444 (W)

University of California at San Francisco

e-mail: shu@ucsf.edu

San Francisco, CA 94143

### **PROFILE**

Protein chemist with more than 5 years combined post-doctoral experience in industry and academic settings

- · Extensive background in chemistry and structural biology
- · Protein purification experience
- · Experience with NMR and X-ray crystallography
- Excellent communication, teamwork and writing skills developed through previous industry position, bench and management duties

13

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### Resume Formatting - Not like this

MOST IMPORTANT DIVIDER

Next Most Important

**Next Most Important** 

Least Important

### RESEARCH EXPERIENCE

University of California, San Francisco

1999-Present

Postdoctoral Fellow, Laboratory of Dr. R. U. Ready

•Developed novel...resulted in 17 publications in Cell...

Case Western Reserve University, Cleveland, OH, 1995-1999

PhD Candidate, Laboratory of Dr. I. Rule

•Initiated discovery of...

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### **Resume Formatting**

### MOST IMPORTANT DIVIDER Next Most Important

Next Most Important
-Least Important

### RESEARCH EXPERIENCE

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-Initiated discovery of...

15

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### **Resume Formatting - Website apps**

### MOST IMPORTANT DIVIDER

Next Most Important Next Most Important

Least Important

### **RESEARCH EXPERIENCE**

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO; 1999-Present Postdoctoral Fellow, Laboratory of Dr. R. U. Ready

\*Developed novel...resulted in 17 publications in Cell...

CASE WESTERN RESERVE UNIVERSITY, Cleveland, OH; 1995-1999 PhD Candidate, Laboratory of Dr. I. Rule

\*Initiated discovery of...

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### **Resume writing tips**

Review samples at:

career.ucsf.edu

- -Graduate students and postdocs
- -Non-academic careers
- -Applying

17

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# References in the Industry Hiring Process

- Phone call reference check happens at the end of the process
- · What if you can't tell your PI yet that you might leave?

"I would prefer to provide references other than my current PI. I feel I've done great work in the lab and I'm confident that my boss agrees. But I have not told her yet that I am job hunting, and I would prefer to hold off on that discussion until I am sure that I have a job offer."

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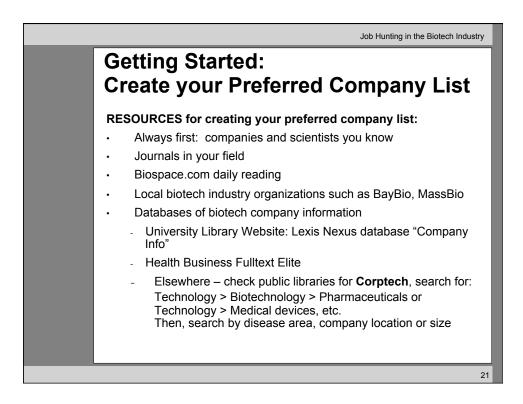
# Finding company information: Create your Preferred Company List

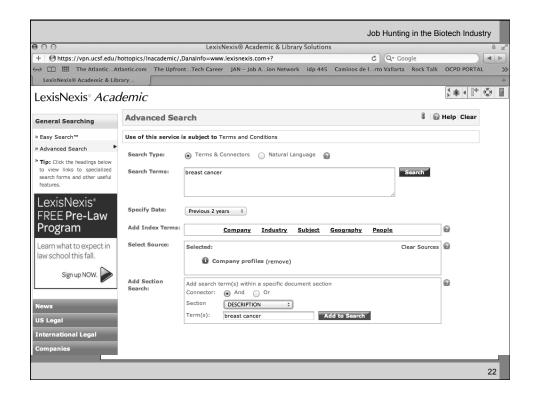
- 20-30 companies where you would most like to work
- Based on product area or disease focus, location, size of co.
- · Research project:
  - Name of company
  - Name of scientist whose work interests you
  - Email address of that scientist

19

# Getting Started: Create your Preferred Company List Company Name Name of Scientist email of scientist Company #1 Company #2 > Company #20

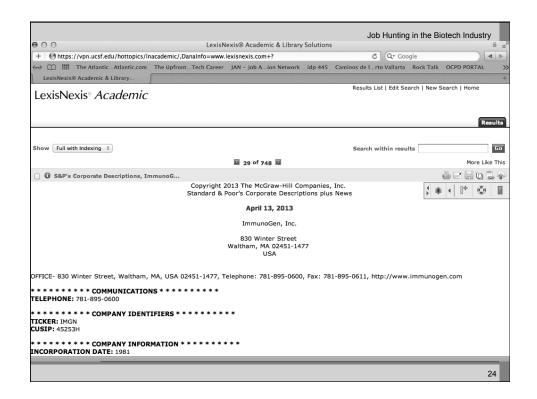




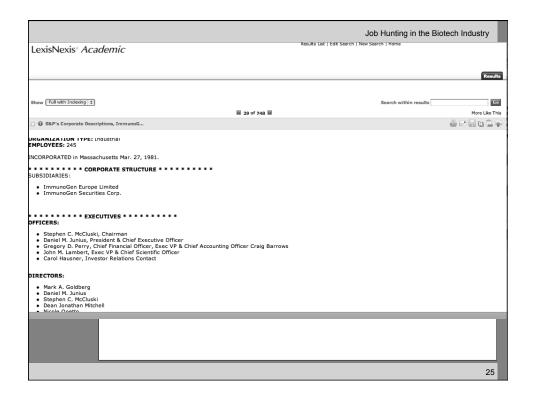










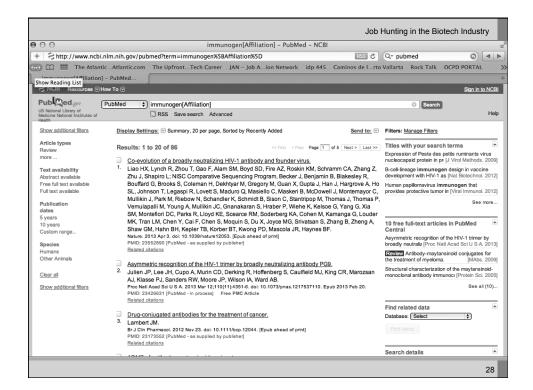




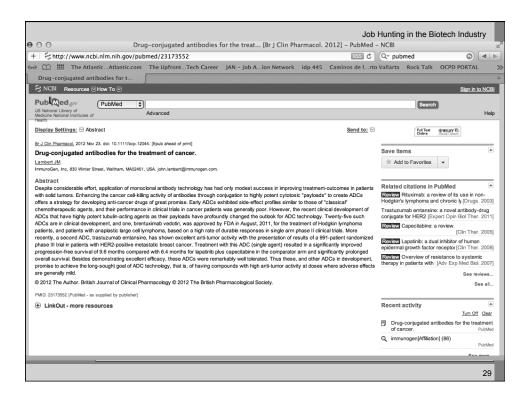


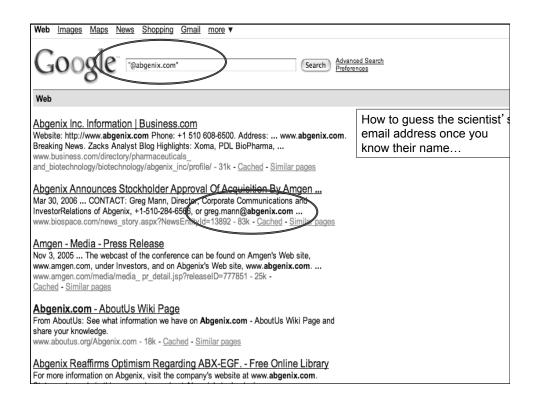
How to use PubMed to find the names of scientists at companies:

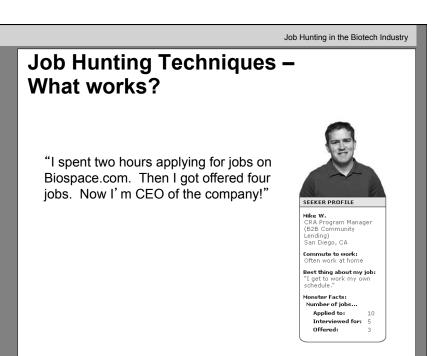
Under advanced search, limit your search to publications that have a "tag term" affiliated with the desired company name











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# Four job hunting techniques that work

- 1. Answering internet ads effectively
- 2. Networking with contacts in your field
- 3. Attending job fairs effectively
- 4. Working with third party recruiters

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# Technique 1: Answering internet ads

- 1. Locate an interesting position
- 2. Research that position and company
- 3. Create targeted resume and cover letter
- 4. Submit resume as instructed in ad, to HR
- 5. Then email resume w/letter to a scientist within the company

33

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# Technique 1: Answering internet ads

### Resources:

- · Journals from your field
- General sites monster, indeed, craigslist
- Biotech jobsites sciencecareers.org, biospace.com, medzilla.com, naturejobs.com, the-scientist.com/careers
- "Careers" site at each of your preferred companies

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# Technique 1: Answering internet ads

Send a "2nd Application to a scientist

Sample letter for your "2nd Application" to a scientist

Dear Dr. Adams:

I have been reading with interest about the scientific developments at Abgenix. And because of my background in XYZ, I have been reading with particular interest the fascinating work that you have been doing in the area of XYZ.

I recently noticed a job posting on the Abgenix website for a Protein Chemist (Job #112345J), for which I feel I am very well qualified. I have already applied on line to the Human Resources website but I was wondering if you would be willing to also send my attached resume on to the scientist who is hiring for the Protein Chemist position? Or, if you are the hiring scientist, I hope you will read my resume and consider contacting me for an interview!

Thank you for your assistance.

Sincerely, Fred Jones Dept. of Immunology UCSF 415-555-5555 fred@ucsf.edu

35

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# Technique 2: Networking in your field

- Start with your "preferred company list" 20-30 companies you would like to work for (based on location, size, product or research area)
- · Identify at least one person at each company to contact
- Conduct an "informational interview" with each contact
- Add to list of companies and contacts; continue with info interviews
- Knowledge of "hidden" jobs; suggestions to apply for positions will emerge
- You will be able to use your new network to supplement your online applications

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# Technique 2: Networking in your field

- · Email each person and ask to set a time to talk
- Tell them you're beginning to think about "making a change from academia to industry"
- Tell them you're "ONLY seeking information and opinions on our field and what it's like in industry"
- Let them know you'll be "brief, structured"; offer to buy coffee/ lunch
- Use Info Interview Questions list at career.ucsf.edu
   Life Sciences; Job Search; Information Interview
- Take notes; try to leave each session with 1-2 new contacts
- · Email a thank-you note later
- Keep your contacts updated on your job search or other progress

37

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# Technique 2: Networking in your field

Sample email requesting Informational Interview from someone you do not know already (generally, no resume attached):

Dear Dr. Adams

I have been reading about the work of ABC Bio, Inc. and in particular about your very interesting work on XYZ. It's clear from your publication history that we share similar backgrounds and that's why I am writing to you.

I am beginning to think about the next step in my career and would like to explore the potential career paths available in corporate research. Obviously, you have made a successful transition from academia to industry, so I was wondering if you would be willing to meet with me to give me some advice?

I am not asking for a job. I only seek information and advice about how science is conducted in industry settings. If you can meet in person, on the phone or by email, I will be well prepared to conduct a brief, structured informational meeting.

Thank you for your assistance and advice.

Fred Jones, PhD Postdoctoral Researcher, UCSF 415-555-5555 fred@ucsf.edu

Technique 2:
Networking in your field

Sample thank you email for Informational Interview

Dear Dr. Adams:

I thank you for the time you spent with me yesterday. Your willingness to share information with me on your career and on our chosen field of work is most appreciated.

Your perspective regarding market developments in the anti-infectives "mini-industry" was very helpful. I now have a better idea of how to approach this market. I plan to follow up this week on your suggestion to contact Orville Jones at PDQ Bio Corporation. It sounds like an interesting company.

Again, thank you for your assistance.

Sincerely, Fred Jones Dept. of Immunology UCSF 415-555-5555 fred@ucsf.edu

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39

# Technique 2: Networking in your field

**ADDITIONAL RESOURCES** 

Meetings: Invite industry scientists to your poster/talk

Scientist networking groups: SWE, AWIS, Biotech Tuesday, WIB

www.ucsf.edu/career

click on "Life Sciences", "Samples/Resources", "Going on the Job Market", "Networking"

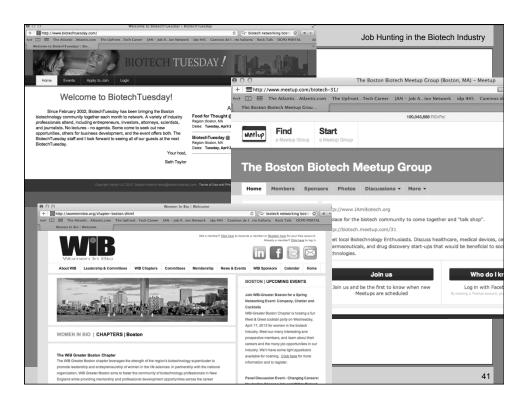
Articles by Dave Jensen on sciencecareers.org

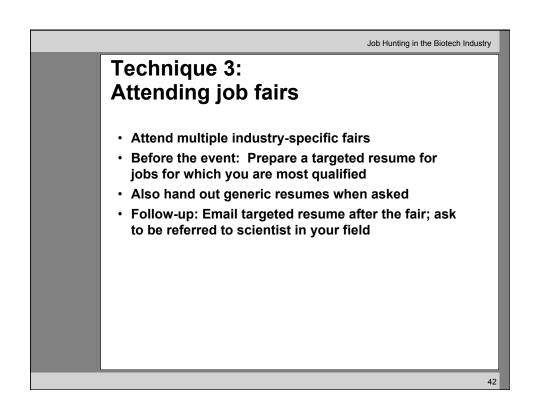
"Networking Part 1: Making the Most of Your Contacts"

"Networking Part 2: More Networking Scenarios"

"More Than Just a Job-Seeking Tool"







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# Technique 3: Attending job fairs

- For the company where you have a targeted resume:
  - · Approach representative slightly to side
  - Greet
  - · Hold out targeted resume
  - Say "there is a (specific title) scientist position on your website for which I feel I am particularly well qualified. I have placed the job number at the top of this resume (point). And I would like to point out several things on my resume that I think make me an ideal candidate for this position (point point)."
  - Finish with a brief question if a dialogue does not begin

43

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# Technique 3: Attending job fairs

### **RESOURCES:**

### **Career Fairs**

- -Major Professional Societies Career Fairs
- -Vendor and Product Fairs at Professional Society Meetings make it into a career fair
- -Scientific job websites sponsor fairs in biotech cluster cities

### Career Fair Preparation Advice

- -Navigating a Job Fair includes list of sample questions to ask at a booth career.ucsf.edu; Life Sciences
- -Fair Thee Well: Strategies for Job Search Success article by Peter Fiske www.sciencecareers.org
- -Making the Most of a Career Fair article by Garth Fowler on www.sciencecareers.org

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# **Technique 4: Working through third party recruiters**

### WHAT ARE THEY?

"Headhunters" or "Search Firms" -

Consultants hired to locate, screen potential employees

### Three types of headhunters:

- · Contingency firms
- · Retained firms
- · Contract agencies

Paid by employer seeking to fill a position, not paid by you

If they ask you to pay...don't work with that person!

45

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# **Technique 4: Working through third party recruiters**

### **HOW TO GET HEADHUNTERS TO HELP YOU:**

- Be visible in your field AND/OR
- Develop list of headhunters; send a resume for their db
- Follow-up phone
- Wait; call them every 2 months to "update your resume" or ask advice

### WHAT TO DO IF THEY CALL:

- BE SURE to get their name and contact information
- Ask if they work on Contingency or Retained basis
- Expect to be interviewed by the headhunter
- Headhunters send short list to hiring manager, for final decision
- Headhunter will likely participate in negotiating compensation

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# Technique 4: Working through third party recruiters

### **RESOURCES:**

Executive Search Directories – print at libraries Google, for example: "immunology search firm"

Contract agencies include:

- · Kelly Scientific
- · Lab Support
- · Yoh Scientific
- · Lab Pros
- Kforce

Post your resume on Monster or Biospace

47

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### Putting it all together

Formula for a comprehensive job search

• Techniques 1 + 2 + 3 + 4 = Job

How long does it take? How much time to devote?

- Often, six months or more for a PhD-level scientist leaving academia
- Commit to spending x hours per week on job search
- Hours spent on each technique in proportion to effectiveness

Last thoughts:

Visa issues?

Postdoc in industry?

Fresh-out PhD's applying for Scientist positions?

- Concept of "independence" in discovery jobs

- "Scientist" in drug dvpt vs device vs tools

