

Networking Tips

The “Elevator Pitch”

Prepare a 2-3 minute explanation of your field, current job, research, or area of specialization. Be engaging, make them want to know more, and set up the potential for how you might collaborate.

Follow-up

When the conversation goes great for both you and the person you’ve met, ask about a post-event meeting – whether in the form of a formal interview or for a casual coffee to continue the conversation.

Set aside time after each networking event to send a very short message and suggest a way to connect in the future. Connect with your new contacts via social media and mention you would like to stay in touch.

What to Avoid

- Sharing the office gossip
- Slamming your current employer
- Bad-mouthing supervisors or colleagues
- Overusing sarcasm



Resume Tips

Bring your resume up to date by revising the “basics”: job titles, employment dates, experience, conferences attended, papers published, etc.

Read through your resume very carefully at least once specifically for things like spelling, grammar, or formatting errors.



Ask a friend who is familiar with your industry but discreet enough to keep your intentions private or a mentor to review your resume after you’ve made all of your key updates.

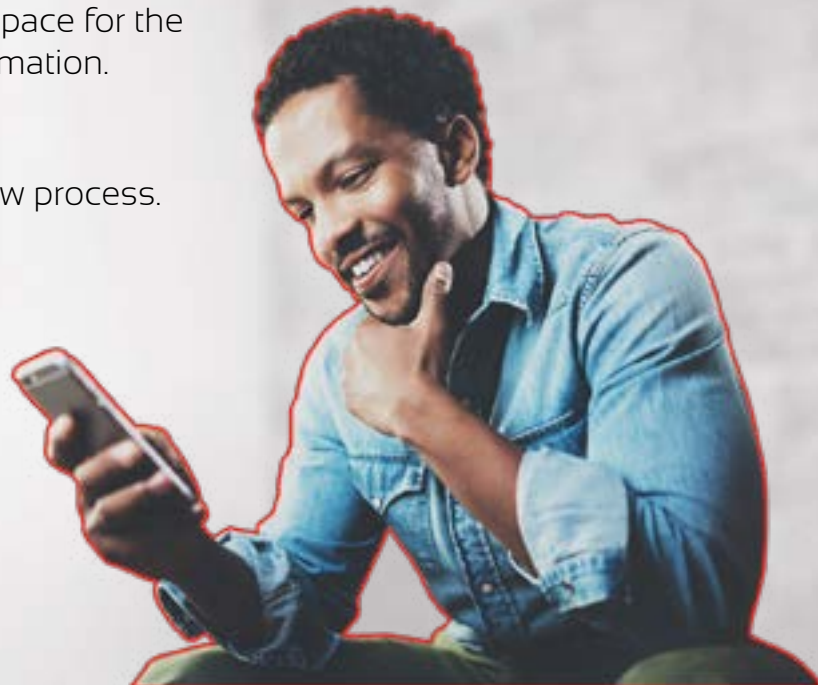
Have your resume reviewed by professionals for free by TopResume when applying for jobs on BioSpace.

Whenever possible, tailor your resume to the open position by highlighting your experiences with the relevant skills listed in the role.

Do Your Homework

When considering a new company, make sure you do your research to determine if the role and the culture are a good fit!

- ✓ Check out the employer's profile page on BioSpace for the latest news, press releases and company information.
- ✓ Look at the company's social media pages.
- ✓ Ask about company culture during the interview process.
- ✓ Read reviews from other employees.
- ✓ If publicly available, check out the company's quarterly earnings reports.
- ✓ Read about the leaders and those you'll be interviewing with.



Manage Your Career

- ❑ **Stay informed** – Keep up-to-date on the latest industry news and insights with [newsletters](#) from BioSpace
- ❑ **Sign Up For Job Alerts** – Sign up for [Job Alerts](#) with BioSpace to receive the latest job postings, straight to your inbox. With great new filtering options, our alerts will keep you informed.
- ❑ **Update your BioSpace Profile** – Our employers can actually view your resume from our database, so make sure your resume and BioSpace profile are up-to-date. And if you don't already have a BioSpace profile, [create one](#).
- ❑ **Check out BioSpace.com for [additional life sciences career advice](#)** including information on interviewing, job search strategy, resume and cover letter tips and much more.



Resume Resources

- [How to Properly Tailor Your Resume for the Job](#)
- [4 Things You Should Always Include in Your Employment History Section](#)
- [Should You Add an Executive Summary to Your Resume?](#)
- [Avoid These 5 Common Resume Formatting Trends](#)
- [The Top Action Verbs for Life Science Resumes](#)
- [How to Effectively Tweak Your Resume for a Job](#)
- [Why You Should Update Your Resume, Even If You're Not Looking for a Job](#)

Social Media Resources

- [Your Online Presence as a Life Sciences Professional](#)
- [Are Your Social Media Accounts Ready for the Job Market?](#)
- [5 Quick Ways to Strengthen Your LinkedIn Profile in 60 Minutes](#)
- [Is Social Media Preventing You From Advancing at Work?](#)
- [3 Important Reasons for Life Sciences Professionals to Have Great LinkedIn Profiles](#)

Cover Letter Resources

- [How to Set Yourself Apart With Your Cover Letter](#)
- [How to Write the Best Cover Letter for a Research Scientist Job](#)
- [How to Use Your Cover Letter to Explain a Career Change](#)
- [4 Essentials Of A Good Cover Letter](#)
- [Cover Letters: How To Get Your Foot In The Door](#)

Interview Resources

- [From Interview to Offer: 8 Steps to a Successful Job Search](#)
- [6 Steps to a Successful Phone Interview](#)
- [Leap of Faith: Persuading Life Science Employers to Hire You When You're Not Quite Qualified](#)
- [Following Up After a Life Sciences Job Interview](#)