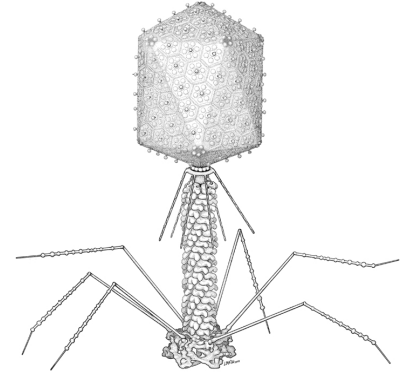




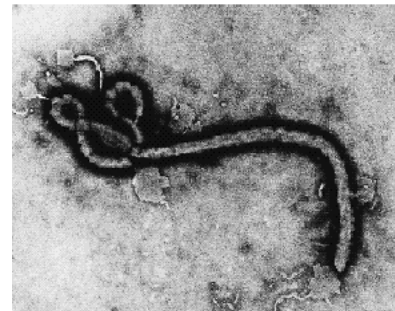
SCoRE



Resume/CV Writing



Prof Paul E. Richardson



Overview

- 1) Dr Tabak's words of wisdom
- 2) Reading the job ad
- 3) Writing the personal letter
- 4) Resume/CV

Dr Tabak's words of wisdom

Lawrence A. Tabak, D.D.S., Ph.D.

Senior Investigator, NIDCR
Principal Deputy Director, NIH

Lab Address:
NIDCR/NIH
30 Convent Dr.
Building 30, Room 524
Bethesda, MD 20892

Office Address:
National Institutes of Health
Building 1, Room 126
Bethesda, MD 20892-2290
Tel: 301-496-7322
Fax: 301-402-2700
Email: lawrence.tabak@nih.gov



Education/Previous Training and Experience:

Dr. Tabak was appointed as the principal deputy director of the NIH on August 23, 2010. Previously he served as acting principal deputy director of the NIH from November 13, 2008 through August 14, 2009. Named as the director of the National Institute of Dental and Craniofacial Research (NIDCR) in September 2000, he held that post through August 2010. Prior to joining NIH, Dr. Tabak served as the senior associate dean for research and professor of dentistry and biochemistry & biophysics in the School of Medicine and Dentistry at the University of Rochester in New York. A former NIH MERIT recipient, Dr. Tabak has received several honors and awards for his work including being elected as a member of the Institute of Medicine of the National Academies. He has also received teaching awards for his work with both graduate and medical students.

Dr Tabak's words of wisdom

10) Science is a team sport



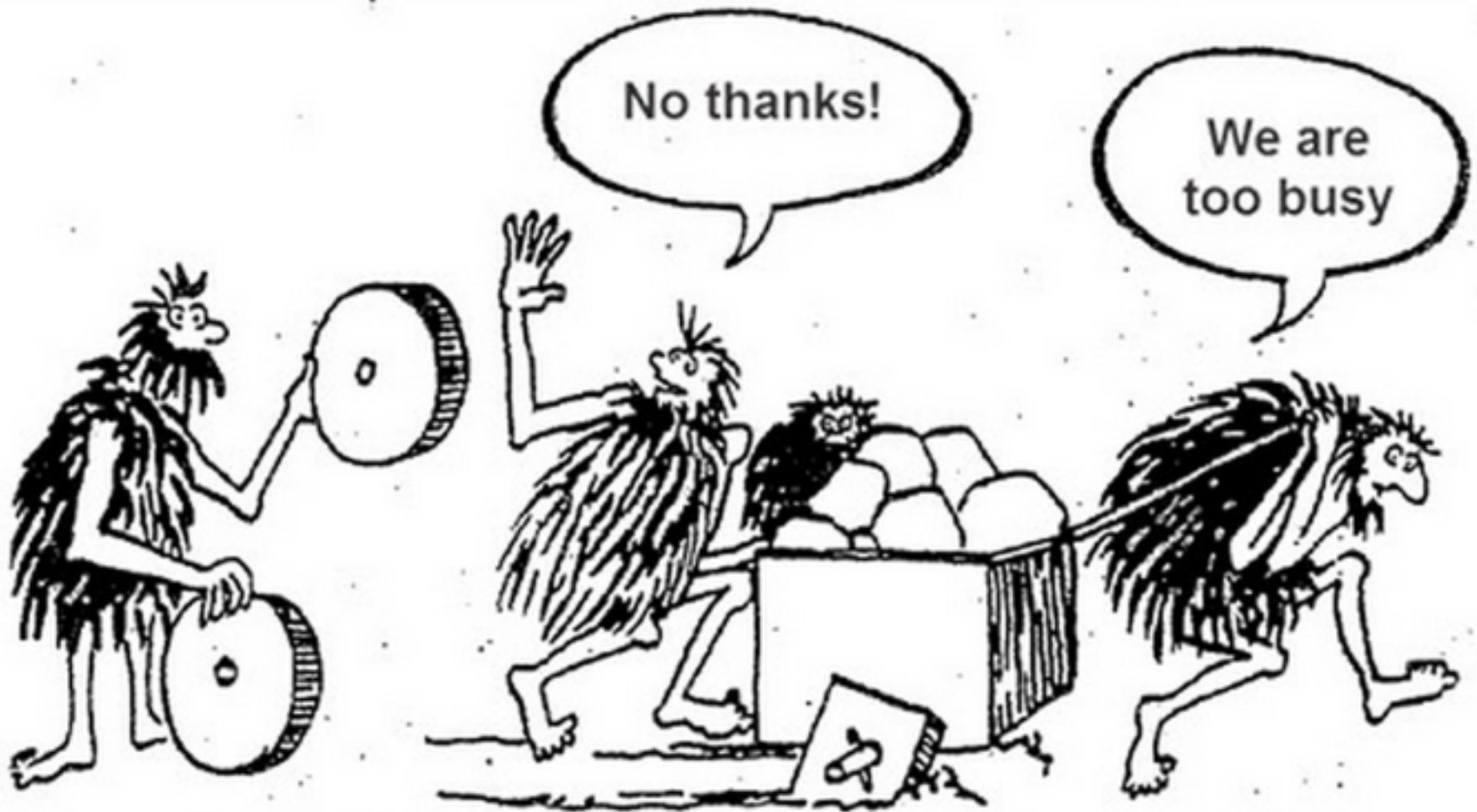
Dr Tabak's words of wisdom

9) Mentors come in all shapes and sizes



Dr Tabak's words of wisdom

8) Do not reinvent the wheel, get advice



Dr Tabak's words of wisdom

7) Humor is a good tool- as long as the joke is on you



Dr Tabak's words of wisdom

6) Use nature to guide your research



Dr Tabak's words of wisdom

5) Do not be seduced by your voice or idea



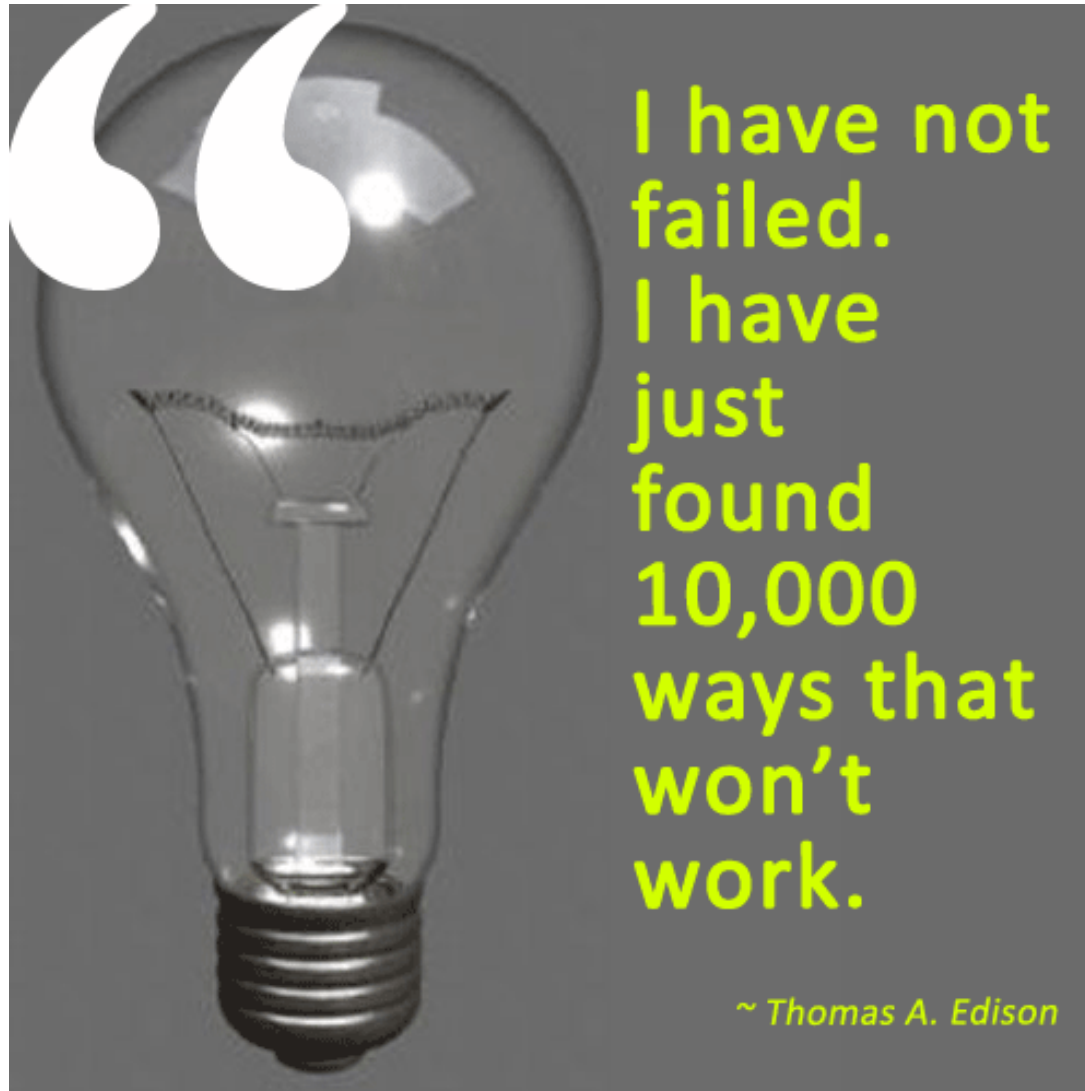
Dr Tabak's words of wisdom

4) Know what good is



Dr Tabak's words of wisdom

3) Don't be afraid to fail



Dr Tabak's words of wisdom

2) You don't have to be the smartest person in the room



You don't want to be the smartest person in the room; you want to be the dumbest in the room. You want to be surrounded by other thinking people who are going to say something that makes you think, "Oh, my God, that's an amazing idea. Why didn't I think of that."

— *Madonna Ciccone* —

AZ QUOTES

Dr Tabak's words of wisdom

1) Be a good person with no expectations of a return



Reading the job ad



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Reading the job ad

The Department of Chemistry and Physics at Coastal Carolina University (<http://webapps.coastal.edu/chemphys/>) invites applications for a tenure-track position at the Assistant Professor level beginning Fall 2016.

We are seeking a proficient teacher/scholar who is committed to undergraduate teaching and can develop a vibrant undergraduate research program in Biochemistry. The successful candidate must be able to teach upper level biochemistry courses, lower-level chemistry classes, and develop upper level chemistry electives for the biochemistry and chemistry degree. Applicants must have earned a Ph.D. in Biochemistry or closely related fields. Preference will be given towards candidates with a background in physical biochemistry.

Reading the job ad

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Reading the job ad

Joule has multiple openings for a Quality Control (QC) Chemist at a pharmaceutical company in the New Brunswick area.

Responsibilities:

Working in QC lab performing stability testing on raw material, in process, finished product testing. Will be ask to record data.

Requirements:

BS Chemistry or related Science

A minimum 2 years in cGMP Lab doing QC testing

Experience with HPLC, FTIR, UV and stability testing

Able to work on 2nd shift

Writing the personal letter



Writing the personal letter

Before writing the letter:

- 1) Look up the company on the internet. Get to know what they are doing and what they are about.
- 2) Write out the key terms in the job posting
- 3) Look up the HR director or look on the ad to see the contact person's name.

Writing the personal letter

In the letter:

Try to address it to a human

Introduce yourself

Make sure that you cover the key words in your letter

Be yourself and not something you are not

Never stretch the truth or lie

Keep it simple and short

Writing the personal letter

Dear Bowdoin College,

I am interested in applying for the **Biochemistry position** that was posted in the Chronicle of Higher Education and your website. I have been teaching biochemistry at Coastal Carolina University for eleven years now, preparing these young students for the rigors of medical/graduate school. I was solely responsible for developing the content and learning objectives for the biochemistry classes and the laboratories associated with them. I also was responsible for the development of the biochemistry degree at the university and its approval from the college, university, and state legislature. I have also been involved in the content and development of our introduction chemistry courses and the associated assessments for these classes, as I was the assessment coordinator for the last four years.

I have experience in teaching biochemistry I (small molecule), biochemistry II (metabolism), physical biochemistry, general chemistry, research techniques, and virology. I feel my eleven years of experience teaching these topics could be an asset for your college. If you have a need for a biochemist I think I am the best person for you and your search. I have taught a wide range of classes for my chemistry department and the biology department, as the need arose; please look at my CV for a complete list of courses.

I also have developed a virology class at the university that focused on human viruses. All the classes I have taught are in two different departments and I have worked hard to make sure they are taught at the level each department needs for their student outcomes and departmental goals. It was this interdepartmental cooperation that led to the establishment of our pre-med advisory board that a few other and I started eight years ago. This program has seen the acceptance rate of our students applying to the medical programs double to 60% over the last three years. Our success as educators is to provide students with the education that provides them with opportunities.

The students are the driving reason for my choice in this profession. I have a passion to be the very best teacher I can and making sure I provide the best opportunities for my students. Each semester I sit down and review all my lectures, assignments, and quizzes to make certain they are receiving the most relevant and pertinent information. Their success and failure is the true measure of my success and failure. The relationships I form with them are important. They know I am hard on them and drive them to be better than they expected. At times it is rough for them, but in the end they always appreciate what was done to help them. The personal responsibility I make my student take in their education is paramount to their success and the relationship I develop with them helps them understand my teaching philosophy and why I push them so hard.

Writing the personal letter

Over the last five years I have worked to research the potential demands of the biochemistry degree in our university, developed the assessment plans for the program to coincide with two departments and the university's assessment, got the biochemistry degree approved by the Committee of Higher Education, and successfully got the degree started last year. I am an educator at heart and enjoy teaching, alongside my scientific research (atherosclerosis and bacteriophage therapy). Over the past eight years I have been successful in acquiring both grants and getting published while I have been teaching 15-18 contact hours a semester. In 2012-2013 I was awarded the Harry Lightsey Jr. Visiting research scholar to further look at bacteriophage's presence in the coastal ecosystem and a grant to assist in that endeavor. Currently I have a NIH grant to extend my apolipoprotein research for one more year, but we are discussing renewing the grant for an additional three years. I have also started a bacteriophage lab at Coastal Carolina University and it has been featured in the university magazine and the college magazine. This is a very dynamic team of students (seven students) that represents the diverse population of the university. My ability to get such a diverse group is due to opportunity, I have developed a research program that has allowed many students to take part and gives them valuable experience in the research setting. This past April I took many students to a few conferences and had them present posters on their research. They also took part in the undergraduate research competition held on campus.

The reason for my interest in this position is due to my desire to return to my roots; both location for my family and my fundamental belief of an ideal teaching environment. I am from Bath, Maine (Morse High School Class 1992) and my wife is from Pennsylvania, both of us want to move to be closer to both our families. Myrtle beach is a long way away from Maine and Pennsylvania. Yet another reason is quality of life, there are no seasons for my children to experience in the South Carolina. Christmas just isn't the same wearing shorts and polo shirts, there aren't many Christmas songs about that, but there are many about snow and mountains. The other reason is because I have a strong desire to teach at a small school with an emphasis in the education of its students, as both my wife and I were educated at a small liberal arts school (Lebanon Valley College and Allegheny College). My current university has treated me very well (new biochemistry degree program, Six hundred square feet of research space in a new building and lots of grants). I am genuinely interested in this position as a fundamentally sound move for my family and professional career.

Writing the personal letter

I feel that my teaching experience and research make me an ideal candidate for your position at Bowdoin College. I have the teaching background to make me a strong asset to you. Recently I was honored by the President and Provost as a mentor for teaching new faculty and I am what they call an institution teaching coach. I was involved in the university assessment process and featured around the University as a model professor. I also feel my research program will be an ideal fit at a liberal arts school. Please look over my file and see what I have done in the eleven years here at Coastal Carolina University and think about what I could do for your biochemistry/chemistry program at Bowdoin. Please feel free to contact me at your leisure if you have any questions and I hope I get a chance to speak with you in the future.

Yours,

Paul Richardson, PhD
Associate Professor of Biochemistry
Coastal Carolina University

Resume/CV



RESUME

Career Objectives:

Looking for challenging role in any engineering ,information ,automation or management field, constantly upgrading my knowledge in Manufacturing and Project.....

Professional Experience:

- Types of maintenance perform:
 1. Preventive maintenance
 - ❖ Routine inspection (advising components, airframe checklist, Periodic
 2. Corrective maintenance

Resume/CV

Things that need to be there:

How to get in contact with you

Your degree

Your training

Your experience

Keep it to one page (beginning of career)

Most important stuff first

Make sure the keywords in the Ad are in your resume

Resume/CV

Things that need to be there:

How to get in contact with you

Your degree

Your training

Your experience

Keep it to one page (beginning of career)

Most important stuff first

Make sure the keywords in the Ad are in your resume

Education

- Undergraduate **Coastal Carolina University** (2016)
B.S. with a Major in Biochemistry, Cum Laude
Mentor: *Dr. Paul Richardson*
Focus: Development of Novel Antimicrobials
- High School ~~Socastee~~ High School (2013), Scholars' Academy (2013)
Magna Cum Laude

Honors

- Outstanding Biochemistry Student of the Year 2015-2016
- American Chemistry Society Student of the Year, South Carolina 2015-2016

Publications

- *"Unnatural Amino Acids"*. Progressions Magazine. Ina Troutman and Jordan Wesel Winter, 2013

Research Poster Presentations

- Ina Troutman and **Jordan Wesel**, "Searching for bacteriophages in the collegiate population", South Carolina Academy of Science. April, 2013
- Ina Troutman and **Jordan Wesel**, "Searching for bacteriophages in the collegiate population", Fifth Annual Undergraduate Research Competition at Coastal Carolina University. April, 2013
- **Jordan Wesel** and Ina Troutman, "D-amino Acid Inhibitory Properties on *Staphylococcus aureus* and *Escherichia coli* Growth", Sixth Annual Undergraduate Research Competition at Coastal Carolina University. April, 2014
- **Jordan Wesel** and Ina Troutman, "D-amino Acid Inhibitory Properties on *Staphylococcus aureus* and *Escherichia coli* Growth", South Carolina Academy of Science at Trident Technical College. April, 2014
- Ina Troutman and **Jordan Wesel**, "D-amino Acid Inhibitory Properties on *Staphylococcus aureus* and *Escherichia coli* Growth", American Chemical Society Honor Reception at ~~Clafin University~~. April, 2014

Other Presentations

- | | |
|--|----------------|
| • Jordan Wesel, " <u>Eureka Science Club</u> ", Gamma Sigma Epsilon National Convention at University of Pittsburgh, Greensburg. | October, 2015 |
| • Jordan Wesel, " <u>Biochemistry of Chicken Pox</u> ", Biochemistry of Disease, Coastal Carolina University | November, 2015 |

Affiliations/Memberships/Honors

- | | |
|--|-----------|
| • President of Gamma Sigma Epsilon Biochemistry/Chemistry Honor Society, Chi Beta Chapter. | 2015-2016 |
| • Member of Gamma Sigma Epsilon Biochemistry/Chemistry Honor Society, Chi Beta Chapter | 2013-2016 |
| • Member of Paul Richardson Research Group | 2012-2016 |

Work Experience

- | | |
|---|--------------|
| • Server at <u>Carrabba's</u> Italian Grill, Myrtle Beach South Carolina, Full Time | 2013-present |
| • Host at <u>Carrabba's</u> Italian Grill, Myrtle Beach South Carolina, Part Time | 2012-2013 |

Community Involvement

- | | |
|-------------------------|--------------|
| • Long-term babysitting | 2014-present |
|-------------------------|--------------|