



INTERNATIONAL COLLEGE OF PHARMACEUTICAL INNOVATION

国际创新药学院

# **Creating your CV and Professional Profile**

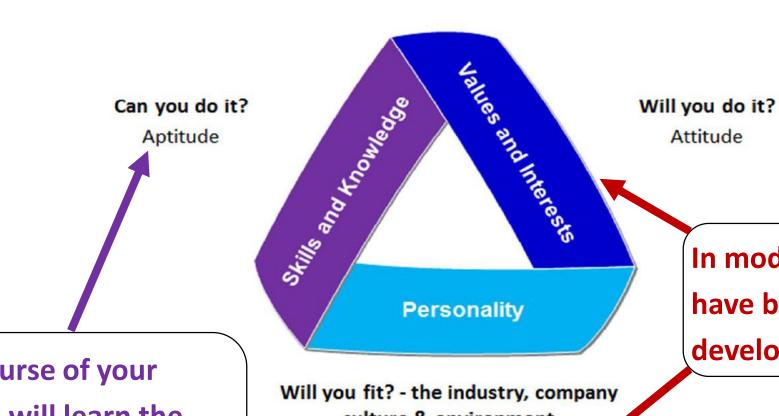
**PF2: The Scientist: Professional Formation 2** 

**Assoc Prof. Caoimhe Clerkin (Credit to Prof. Marian Brennan)** 



# What do employers want to see?





In modules PF1 and PF2, we have been building on developing these skills

Over the course of your degree, you will learn the skills and knowledge to do the job

culture & environment

Attitude





C.V.s have some differences depending on the intended audience i.e. China or Ireland. Regardless, all C.V.s should be

- Factual
- Good presentation and layout
- Tailored to the specific job you are applying for
- Complete yet concise
- Positive
- Looks nice. This does not mean there should be irrelevant pictures or colourful font.





### China

Name

[email address][phone number] [WeChat ID]

- Personal Information
  - Gender
  - Date of Birth
  - Nationality
- Personal statement

Brief summary of your research interests which is tailored to the job you are applying for

- Education
  - PhD [field of study] [university][completion date]
  - MSc [field of study] [university][completion date]
  - BSc [field of study] [university][completion date]
  - School results [field of study] [school][completion date] [result]

## **Ireland**

Name

[email address][phone number] [linkedin profile]

Personal statement

Brief summary of your research interests which is tailored to the job you are applying for

- Education
  - PhD [field of study] [university][completion date]
  - MSc [field of study] [university][completion date]
  - BSc [field of study] [university][completion date]
  - School results [field of study] [school][completion date] [result]



**China** Ireland

- Research Experience
  - Postdoctoral researcher [institution][Year present][Description of the research focus]
  - Research Assistant[institution][Year present][Description of the research focus]
- Publications
- Conferences and Presentations
  - [Presentation Title] [Name of the Conference][Date][Location]
- Awards and Grants
- Teaching Experience
  - Teaching Assistant [Course name] [University Name][Year] [Description of responsibilities]
- Skills
- Volunteering Experience
- Professional Membership



# **Key Differences**

- Personal information: In China it is included. In Ireland, this is not included
- Language: In China, the C.V. can be written in Chinese or English depending on the context. In Ireland, it is written in English.
- Research Goal: In China it is common to include a section outlining your research goals or objectives. This is not always present in Ireland
- Format and Structure: In China, C.V.s are more rigid and formal.

# **Formatting**



- Font size 12 and be consistent
- Always send in PDF.
- No longer than 2-3 pages
- Avoid large blocks of text
- Bold to emphasis important aspects of your C.V.



#### Diao Tao

Email: d.tao@139.cn, Phone number: 1398928272, Linkedin: d.tao@linkedin

I am a first year BSc ATT student at the ICPI, China. I have excellent academic capabilities, with strong communication and interpersonal skills. I am proactive, solutions-focused with a keen attention to detail. I am seeking a placement opportunity to enhance my technology development skills in the treatment of cancer.

#### Education

- BSc Advanced Therapeutic Technologies, International College of Pharmaceutical Innovation, 2024- Present
  - Enrolled in courses around basic chemistry (FUNCHEM, MEDC) and pharmaceutical chemistry (MP1, MP2)
  - Developing professional power skills such as teamwork, resilience, communication (PF1, PF2)
  - I have achieved a 2.1 award to date.
- IELTS, 2024- Present
  - Achieved an IELTS of 6.0 overall.
- Gaokao, Suzhou High School, 2020-2024
  - o Achieves 600 points in my Gaokao result.
  - Achieved the highest <u>Gaokao</u> result in Chemistry in the Jiangsu Province

## **Ireland**

Name

[email address][phone number] [linkedin profile]

Personal statement

Brief summary of your research interests which is tailored to the job you are applying for

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  - PhD [field of study] [university][completion date]
  - MSc [field of study] [university][completion date]
  - BSc [field of study] [university][completion date]
  - School results [field of study] [school][completion date] [result]



#### Research Experience

- · Research Assistant, ICPI, Summer 2025
  - Supported Assoc. Prof. Clerkin in the development of novel biomaterials for the treatment of UTIs.

#### **Publications**

<u>Tao D</u>, Clerkin CG, <u>Selo MA</u>, Ehrhardt C. Transport mechanisms at the pulmonary mucosa: implications for drug delivery. Expert <u>Opin Drug Deliv.</u> 2016;13(5):667-90. doi: 10.1517/17425247.2016.1140144. <u>Epub 2016</u> Feb 24. PMID: 26909544.

#### Conferences and Presentations

[The treatment of UTIs using polyethylglycol coated silica, American Pharmaceutical Society, 21st March 2025, Paris, France

#### Awards

· Achieved first place in the men's U18 basketball competition

#### Skills

- · Scientific skills: drug synthesis and analysis
- · Interpersonal skills: teamwork, communication, resilience

#### Volunteering Experience

- Mentored highschool students studying for their Gaokao results
- · Sports camp coach

## **Ireland**

- Research Experience
  - Postdoctoral researcher [institution][Year present][Description of the research focus]
  - Research Assistant[institution][Year present][Description of the research focus]
- Publications
- Conferences and Presentations
  - [Presentation Title] [Name of the Conference][Date][Location]
- Awards and Grants
- Teaching Experience
  - Teaching Assistant [Course name] [University Name][Year] [Description of responsibilities]
- Skills
- Volunteering Experience
- Professional Membership





- There will be sections of your C.V. that you will not be able to write.
   This is ok and is not expected that you have every section completed at this stage in your scientific journey.
- For now it is important to focus on your degree, professional skill development, volunteering experience.
- To improve your C.V., try to
  - Gain experience working in the research lab of your teachers
  - Volunteer
  - Achieve the highest result in your exams
  - Seek out any opportunity

# This is a perfectly fine C.V. but it doesn't look too interesting. It is a bit boring

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## The use of colour

# Highlights to the reader her overall strengths and skills



#### MY LIFE PHILOSOPHY

Success is not the key to happiness. Happiness is the key to success. If you love what you do, you will be successful.

#### **STRENGTHS**

#### ★ Leadership

Effectively led a team of banquet staff, resulting in a 20% increase in customer satisfaction.

#### Time Management

Successfully managed multiple events simultaneously, ensuring smooth operations and meeting tight deadlines.

#### Customer Service

Received numerous positive feedbacks from clients for providing exceptional service and exceeding expectations.

#### **SKILLS**

Event Planning

Budget Management

Staff Training and Development ·

Client Relationship Management ·

Inventory Management

Problem Solving · Negotiation ·

Team Coordination ·

Microsoft Office Suite

**CRM Software** 

#### **PAYTON WEBSTER**

#### Conference Services Manager

495.497.9958 @ payton20@gmail.com @ conscious-sombrero.name Jailvnville, Bolivia

#### SUMMARY

Experienced Conference & Banqueting Manager with a proven track record of leading high-performing teams and delivering exceptional customer service. Strong leadership skills and a passion for creating memorable events. Successfully managed large-scale corporate events, resulting in revenue growth and satisfied clients. Proficient in event planning, budget management, and staff training. Bachelor's degree in Hospitality Management. Fluent in English and Spanish. Accomplished in creating unforgettable experiences and exceeding client expectations. Enthusiastic about joining a quality employer in a picturesque location and contributing to the success of the team.

#### **EXPERIENCE**

#### Conference & Banqueting Manager

2022 - Ongoing

#### **Luxury Hotel Group**

London

Managed all aspects of conference and banqueting operations, including staff management, event planning, and budgeting.

- Organized and executed high-profile corporate events, resulting in a 15% increase in revenue.
- Implemented cost-saving measures, reducing operational expenses by 10%.
- · Developed and maintained strong relationships with key clients, resulting in repeat business and referrals.

#### **Events Coordinator**

2017 - 2022

#### City Conference Center

Manchester

Coordinated and managed conferences and events, ensuring seamless execution and exceptional customer experience.

- Successfully planned and executed over 100 events, ranging from small meetings to large-scale conferences.
- · Collaborated with cross-functional teams to deliver high-quality events within budget and timelines.
- · Implemented efficient event registration and tracking systems, improving attendee experience.

#### Venue Manager

2015 - 2017 Birmingham

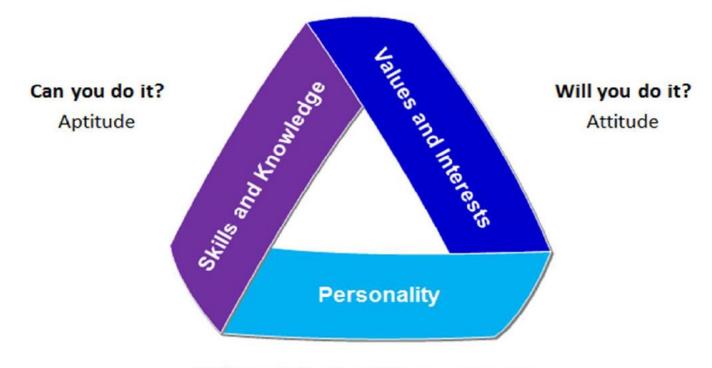
#### **Event Solutions**

Managed the operations of a multi-purpose event venue, overseeing event setup, staffing, and customer service.

- Led a team of 20 staff members, providing training and guidance to ensure seamless event execution.
- · Developed and implemented strategies to optimize venue utilization, resulting in a 25% increase in bookings.
- Coordinated with vendors and suppliers to provide exceptional services and meet client requirements.

# What do employers want to see?

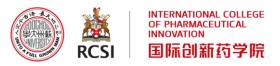




Will you fit? - the industry, company culture & environment

Attitude





Can you write your C.V?



## **Linkedin Profiles**



Once your C.V. is complete you can copy this information across to your linkedin profile <a href="https://www.linkedin.cn/incareer/home">https://www.linkedin.cn/incareer/home</a>

- You may need a VPN to access this site.





## What is Linkedin?



LinkedIn is a professional networking platform.

It allows users to connect with colleagues, search for jobs, and share professional content.

## LinkedIn features include:

- Profile creation
- Networking
- Job searching
- Content sharing





## What is Linkedin?



A strong online persona helps in:

- Establishing credibility
- Networking with professionals
- Enhancing career opportunities
- Showcasing skills and achievements



Tips for building a strong online persona:

- Keep your profile updated
- Share relevant content
- Engage with your network



## What is Linkedin?



Privacy and professionalism are crucial in the digital age.

Key points to consider:

- Protect your personal information
- Be mindful of what you share online
- Maintain a professional tone in communications
- Understand privacy settings on platforms like LinkedIn





## **Cover letter**



When applying for jobs or placements, often you will be requested to complete a cover letter for the role.

A cover letter should

- Grab the readers attention
- Be clear and concise
- Free from typos/grammatical errors
- Contain relevant information
- Be targeted



## **Cover letter**



**Introduction**: Dear panel members

What can you offer: I wish to apply for the position of the student placement as I have the key skills required for an ATT scientist and would like to gain industrial experience

Why do you want to work with the company: I would like to work with Pfizer as I believe this company is....

Why this role: This role interests be because....

Other information that will support you in the role: I have necessary skills to undergo a student placement. For example, during my time as an ATT student, I carried out synthetic chemistry labs which I reported on. This would support reporting of data during the placement

**Conclusion**: Thank you for taking the time to review my application. I look forward to hearing from you in due time. Tao Diao



# **Additional support**



Any of your teachers will be more than happy to support you in your C.V. and cover letter writing.

They will also support you in availing of opportunities that may help to develop your experience.

