



mexec

**Connecting people for success**

**Specialist recruitment in life science, medtech,  
pharmaceuticals & technology sectors**

# Get ahead of the pack



Cover letter

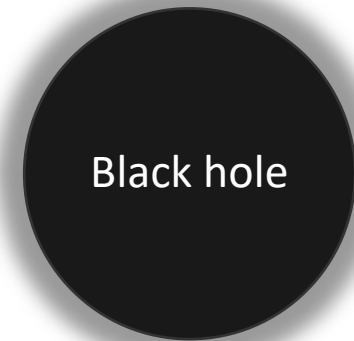


Coaching  
 Achievements  
 Sports Volunteering  
 Memberships Associations  
 Employment  
 Work



# Keywords

- Recruiters search for them
- Remove from the blackhole
- CRM & LinkedIn part of the algorithms
- Impress on me on first page that you are aligned
- Technical skills



# First Last

PhD

**Address** eg Melbourne  
**Phone**  
**Email**  
**LinkedIn**

## CAREER PROFILE

- ◆ Few key lines relevant to the role in either paragraph or point form.
- ◆ Snapshot of your most relevant skills and experience
- ◆ Context in which your skills were developed.

## KEY ATTRIBUTES/KEY CAPABILITIES (6-9 points)

- ◆ **Drug Development**
- ◆ **Clinical Trials**
- ◆ **Genomics**

## QUALIFICATIONS

PhD Biotechnology	The University of Mulgravia	2014-2017
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## EMPLOYMENT SUMMARY

Title	Company	Month to month dates
Managing Director	mexec careers	Aug 19 – current

## CURRENT EMPLOYMENT

**Position title** **Dates**

**Company**

Summary statement on the organisation.

- ◆ xx
- ◆ xx

### Key Achievements

- ◆ xx
- ◆ xx

## PAST EMPLOYMENT

**Position title** **Dates**

**Company**

Summary statement about the organisation.

### Key Achievements

- ◆

Position title

Name – CV – Month Year Page number

## EDUCATION

PhD

**The University of Mulgravia**

International rankings of world universities place the University of Mulgravia as number 1 in East Pacific.

- ◆ xx
- ◆ xx

## HONOURS & AWARDS

- ◆ xx
- ◆ xx

## PROFESSIONAL MEMBERSHIPS & DEVELOPMENT | TRAINING

Course/training	Where	Dates
Clinical Trials Management	John Smith Pty Ltd	Feb 2020 – current

## COMPUTER | TECHNICAL SKILLS

- ◆ xx
- ◆ xx
- ◆ xx

## VOLUNTARY & EXTRACURRICULAR WORK

Role

Organisation

Key achievements

## INTERESTS

- ◆ xx
- ◆ xx
- ◆ xx

## APPENDIX & OR PUBLICATIONS

# CV Structure



Name – CV – Month Year Page number

**EDUCATION** This can be elaborated on here - if relevant may go on the front page

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**PhD or other degree**

**The University of Mulgravia**

*International rankings of world universities place the University of Mulgravia as number 1 in East Pacific.*

- Examples of core subjects and streams and projects, particularly if relevant.
- Summary of results IF good
- Awards and scholarships or at end

**Internships** – Articulate them in a few lines like a job

**Projects** – Articulate them in a few lines like a job.

**HONOURS & AWARDS**

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Celebrate them.

**PROFESSIONAL MEMBERSHIPS & DEVELOPMENT | TRAINING**

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Can be 2 separate headings, depends on how much you have that is RELEVANT. You can refer to the Appendix

What you did	Where you did it	Dates –
<b>Clinical Trials Management</b>	John Smith Pty Ltd	Aug 19 – current
<b>Project Management Foundations</b>	LinkedIn learning	Aug 2019
xx	xx	

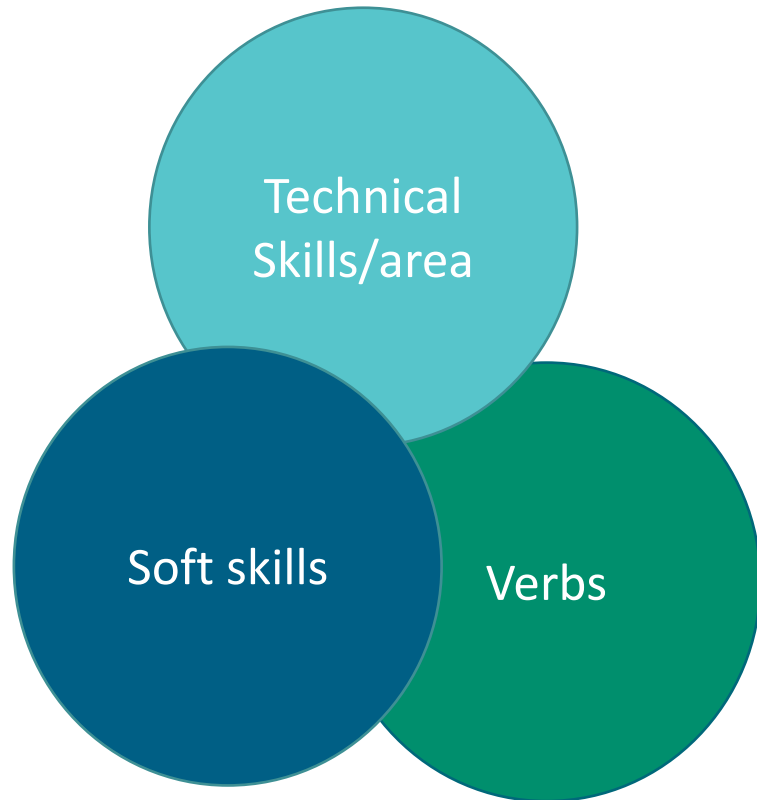
See handbook

# Soft skills

**DON'T** give me a list  
of your skills

***SHOW*** them to me

# THE FORMULA



Action  
Result  
Benefit

# Achievements

Action

This is what I did...

Result

This is what I found out or  
the action enabled this to  
happen...

Benefit

This helped things improve  
from what I did...

[See handbook](#)

# Skills valued by industry

- Quality control of pipelines
- Protocol compliance
- Novel method development
- Data analysis
- Project management
- Stakeholder engagement
- Cross disciplinary interactions

# COVER LETTER

Tell me why you are the right person for the role at the very beginning

# Why you are suitable for the role...

**Your first paragraph is YOUR PITCH**

**What you can offer them... Not what you want...**

- **Address** in point form, or short paragraphs, relevant experience to the role.
- **Don't regurgitate your CV.** Look at the PD and align answers against the selection criteria
- **Don't** start with saying "I have a Masters or PhD" ... that is a given

# Social Media

- X , Instagram, Facebook, YouTube
- **Close to 100% of recruiters use LinkedIn to both check and source candidates**
- Follow organisations on social media to get a feel for their culture and values
- Follow then, like their posts, and if you have something relevant to say, comment on their posts
- Key professional networking groups also use Twitter to post about industry trends and issues



# Success begins with preparation

- ✓ Research the company
- ✓ Understand the role
- ✓ Practice your responses
- ✓ List your questions



# Types of Interview Questions

## Skills based:

Skills-based interview questions are designed to test your knowledge of the technical or hard skills that are required to be successful in the role.

## Behavioral:

Show how a candidate handles a challenge based on their past experiences as examples. A candidate's response reveals their approach, abilities and character traits.

## Situational/Scenario:

You will be given a hypothetical situation and be asked to draw from past experiences to answer how you would handle it.



# The Pitch

## Job Ad

### CV

### Cover Letter

### LinkedIn

### Interview

**First Last**  
PhD

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Phone  
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**KEY ATTRIBUTES/KEY CAPABILITIES (6-9 points)**

♦ Drug Development	♦ Clinical Trials	♦ Genomics
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**QUALIFICATIONS**

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**EMPLOYMENT SUMMARY**

Title	Company	Month to month dates
Managing Director	mexec careers	Aug 19 – current

Hiring Manager  
Pharma Company

[ Your name ]  
\*Postal  
Phone  
STATE

Tuesday, 7 September 2023

RE: [Role title and number]

Dear Hiring Manager,

I am a "M" executive with proven strategic leadership and market growth success in the "M" and "M" sectors across Australia, and globally. I believe that linking the knowledge and leadership skills required to be your new "M" Manager for Australia.

To support my leadership, I have:

- Directed cross-functional teams in strategy development, leading teams and influencing decision making with regard to market access of pharmaceutical and biotechnology products into Australia from working in "C" and "M"
- Proven experience and capability in leading and influencing commercial teams to identify opportunities in emerging segments within the "M" and "M" sectors and driving strategic development of key opportunities. My sales leadership track included the delivery of "M" success.
- Sound market knowledge gained over "M" years' proven business success in engaging with multiple stakeholders that include government, big pharma, universities, clinicians and patient groups both locally and internationally. I have negotiated with government and successfully launched multiple products onto the market.
- Accountable for the financial success for multimillion-dollar businesses. Responsible for overseeing all aspects of tracking including revenue & margin targets, management of costs and financial planning.
- Leadership of "M" and "M" organisations and teams has enabled commercial growth from the implementation of strategies I have developed and executed. I am responsible for my values driven leadership and have built "M"...

Whilst my current leadership role at "M" has been very rewarding, my goal is to take on a new challenge that would combine my extensive business knowledge and leadership experience. With a genuine interest in "M" and "M" success, I believe being a part of your team would be of immense benefit and impact to this role, and "M" company.

Thank you for reviewing my application. I would welcome the opportunity to discuss the role with you in more detail at your convenience.

Yours sincerely,

[Your name]



**The Start ....**

Most likely you will be asked to tell the interviewing panel about yourself in 1-2 mins.

**Do**

- Describe your career, motivations and why you have moved from each role on to the next

**Don't**

- Run through your degrees and each role chronologically
- Say too much

M

meXec



Explore  
upcoming  
sector events!



# mexec job alert



**mexec** CURRENT VACANCIES CLIENT SERVICES ▾ JOB SEEKERS ▾ ABOUT US RESOURCES ▾ CONTACT QUICK CV DROP CREATE JOB ALERT

LIFE SCIENCE RECRUITMENT

## mexec jobstrategy™

Specialists in life science, medtech, pharmaceuticals & technology sectors. mexec is experienced in resourcing staff for organisations, including executive search and selection services to build your leadership team.

recruitment & client services mexec jobstrategy™ program

# Connect with us

[Jobstrategy@mexec.com](mailto:Jobstrategy@mexec.com)

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LinkedIn