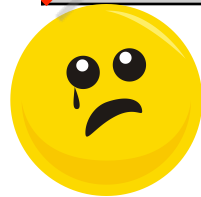
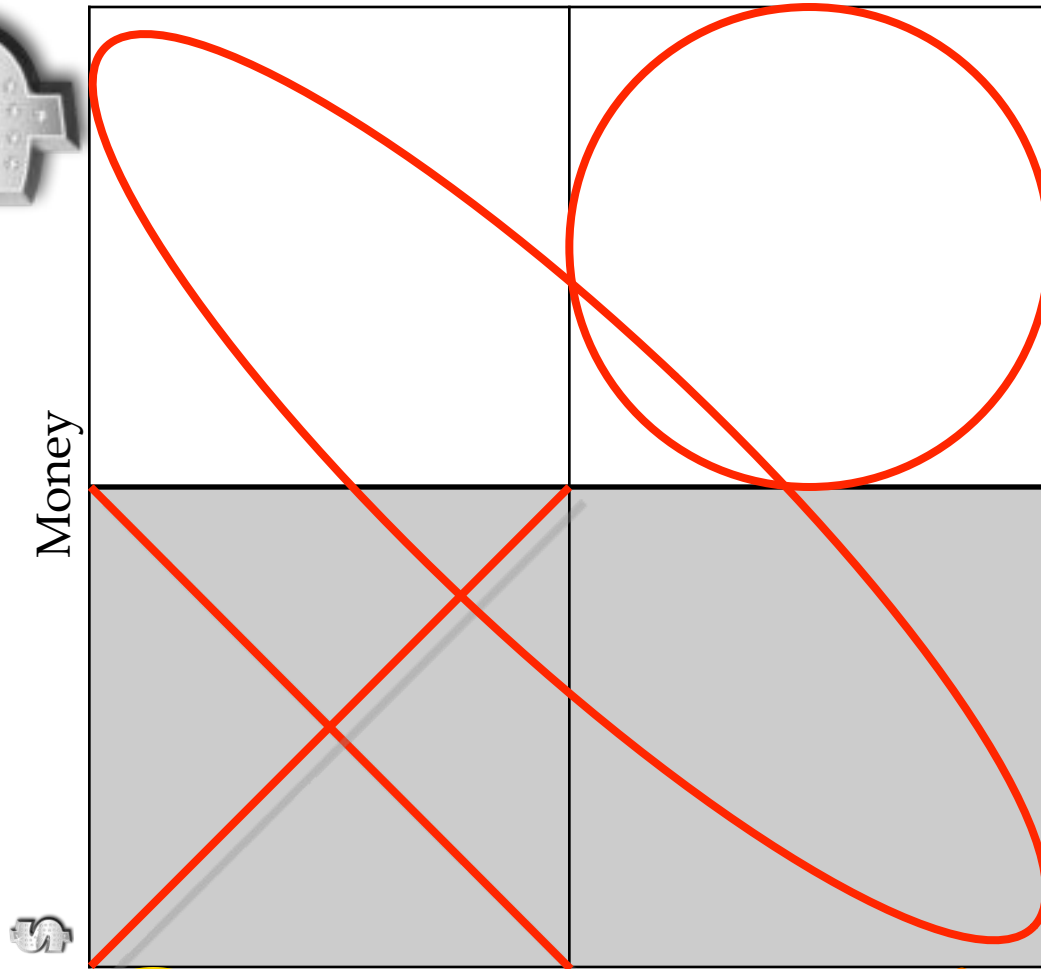




## **SETTING YOUR CAREER COMPASS**

**Debra Wheatman, CPRW, CPCC**  
**ResumesDoneWrite, Inc.**

# UNIVERSE OF POSSIBILITIES

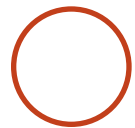


Happiness



# KEY ISSUES

- How do you prepare for an effective job search?
- How do you get the interview?
- How do you get the job?



# DEVELOP A CAREER MAP



- Search job boards
- Don't give up the future for the present
- Establish short and medium term goals
  - Long term goals rarely work out

He who fails to plan ... plans to fail - D. Eisenhower



# KEY ISSUES

- How do you prepare for an effective job search?
- How do you get the interview?
- How do you get the job?



# PREPARING WRITTEN DOCUMENTS

- ▶ Your resume is
  - Everything you have done
  - Everywhere you have been
  - Everything you offer
  - You
- ▶ Your cover letter is
  - Your handshake
  - Your introduction
  - Your opportunity to share what doesn't fit a resume
  - **IMPORTANT**



# SUMMARY OF QUALIFICATIONS AND CORE COMPETENCIES

- Sets a proper and compelling tone for the résumé
- Allows the reader to quickly learn something about the candidate
- First look at overarching abilities and sometimes personal attributions
- Core Competency section highlights key words
- Enables the reader to quickly scan the document
- Easy to change competencies to appeal to various opportunities



# SO, WHAT DO YOU DO FOR A LIVING?

- Use paragraphs to describe responsibilities
- Use bullets to highlight achievements
- Provide numbers to demonstrate results
- Use the résumé as a marketing tool
- List things that you are interested in doing in the future
- Use action oriented words to engage the reader
- Avoid redundancy



You might be surprised by the fact that your management doesn't really understand what you do

# OTHER POINTS OF INTEREST

- Education
  - Advanced Degrees
  - Certifications
  - Training
- Awards
- Affiliations
  - Professional
  - Community / Volunteer
- Hobbies or compelling interests



# FOCUS ON RESULTS

- Results focused and data driven - Quantify It!
- Start with a paragraph to provide the reader with some general information
- Use bullets to highlight key achievements within the résumé to make it easily identifiable



Numbers make management take notice

Metrics support your business case

Use real numbers ... but make sure you  
can defend them



# I DON'T NEED A COVER LETTER ... DO I?



- A cover letter should always accompany your résumé
  - Demonstrates to the reader that you know how to write!
  - Keep it short and to the point
- 
- Serves as an introduction and allows you to highlight things that not included on the résumé
  - Reference something about the company to demonstrate that you have done some research and have a clear purpose for writing



# IT'S NOT WHAT YOU KNOW, IT'S WHO YOU KNOW

- Network, network, network
- You never know who you know
- Friends, relatives
- Friends of relatives
- Relatives of friends
- Special interest groups
- Fraternal organizations
- Industry groups
- Network, network, network



# KEY ISSUES

- How do you prepare for an effective job search?
- How do you get the interview?
- How do you get the job?



# INTERVIEW BEST PRACTICES

- Know your resume
- Dress the part
- Be on time
- Ask questions
- Know the company and the job
- Bring copies of your resume on bond paper
- Shake hands like you mean it



# ON FOLLOWING THROUGH

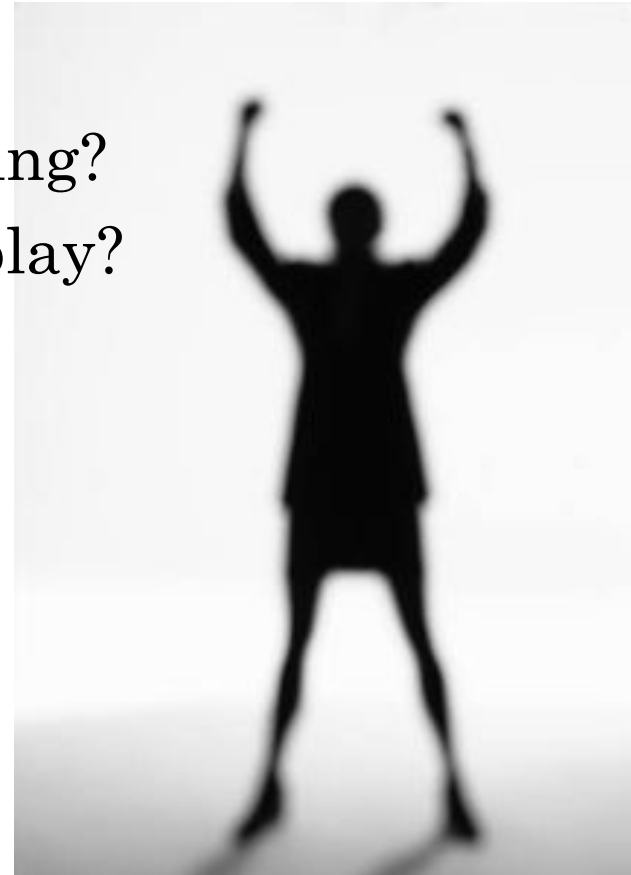


- Thank you notes
  - Snail mail
  - E-mail
- Leave a positive impression
- If you are interested let 'em know
- If you are using a recruiter keep the lines of communications open



# NOW THAT YOU HAVE 'EM WHERE YOU WANT 'EM

- What is the budget?
- What are other companies paying?
- Are there other candidates in play?
- How imminent is the decision?
- Negotiation strategies



# RECOMMENDATIONS

- Figure out what you want to do and where you want to do it
- Analyze your chosen industry
- Sell your skills and accomplishments through your resume and cover letter
- Prepare for the interview and make a lasting impression
- Demonstrate continued interest throughout the Interview Process
- Negotiate effectively



# NEXT STEPS

- Résumé and Cover Letter Preparation
- Career Coaching
- Life Coaching
- Interview Preparation
- Personality Profile



# AND NOW A LITTLE MAKEOVER - BEFORE

Susan Sample, MD  
P. O. Box 1234  
Oak Hill VA 20171

703-793-0155 (Home)  
703-376-1156 (Mobile)  
[drmavanair@yahoo.com](mailto:drmavanair@yahoo.com)

## MEDICAL EDUCATION

1991	Residency training: Radiotherapy -Oncology Regional Cancer Center, Kerala, India
1989	Internships: Medicine, Surgery, Obstetrics, Gynecology, Pediatrics Trivandrum Medical College, India
1988	M.D. Degree Trivandrum Medical College, India
1983	Pre-Medical Degree Kerala University, Trivandrum, India

## LICENSURE and CERTIFICATION

1999	ECFMG Standard Certification -U.S. Medical Board Examinations (Educational Commission for Foreign Medical Graduates Certification)
1989	M.D. Licensure and Registration Medical Council of India

## WORK EXPERIENCE

8/2004- Current	MedDRA-Maintenance Support Services Organization Northrop Grumman Corporation, Reston, VA
	Medical Officer, Medical Dictionary for Regulatory Activities Research on latest information in medical specialties Analysis of medical concepts for dictionary consideration Formulate concept mapping in an informatics framework MedDRA legacy conversion and pharmaceutical consulting Support in expansion efforts for Standardised MedDRA Queries Manage technical implementation activities in the MedDRA Plan standard operating procedures, run quality control queries Industry interaction in response to specific medical enquiries MedDRA related publishing activities



# ... AND AFTER

## SUSAN SAMPLE, M.D.

PO Box 1234 | Herndon, VA 20171 | H: 703.555.1212 C: 703.444.1212 | susansample@yahoo.com

### BIOPHARMACEUTICAL INDUSTRY FOCUS

MedDRA Expertise | Medical Analysis & Research | Drug Safety & Adverse Events

Highly analytical and focused Medical Doctor with expert proficiency in MedDRA, and as one of six physicians in the United States responsible for the maintenance of MedDRA (Medical Dictionary for Regulatory Activities). Comprehensive understanding of medical terminology used by regulatory authorities and the regulated biopharmaceutical industry throughout the entire drug regulatory process. Expert understanding of the clinical trials process. Regarded for the ability to competently review and analyze adverse event data, and communicate that information towards pharmacovigilance activities in MedDRA. Maintain an ongoing awareness of changes and trends in the medical industry and exchange knowledge with medical peers in global locations that include Japan and the European Union to build global medical consensus. Articulate presenter with strong written and verbal interpersonal communication skills. Member, Drug Information Association. Additional strengths include:

- |   |  |
|---|--|
| ✓ WHO-ART, COSTART, WHO-DRUG Dictionaries | ✓ Team Collaboration / Leadership Skills |
| ✓ Clinical Research Project Management    | ✓ Interpersonal Communication Abilities  |
| ✓ Good Clinical Practice, ICH guidelines  | ✓ Technical Research / Writing           |
| ✓ Content Development Research            | ✓ High-Profile Presentations             |
| ✓ Safety Data Management                  | ✓ Microsoft Access, Excel                |
| ✓ Clinical Trials Expertise               | ✓ Oracle Clinical                        |

### PROFESSIONAL EXPERIENCE

**NORTHROP GRUMMAN CORPORATION**, Chantilly, VA  
MedDRA – Maintenance Support Services Organization (MSSO)  
Medical Officer (2004-Present)

Expertly maintain activities in MedDRA as member of MedDRA-MSSO medical team, conducting ongoing analysis of medical concepts submitted by pharmaceuticals and regulators globally for dictionary consideration. Leverage medical regulatory knowledge to evaluate adverse events and drug safety issues submitted by global pharmaceutical companies. Serve as a collaborative resource, interacting for effective consensus with international medical peers. Selected for the 'Northrop Grumman Excellence' award for outstanding performance in 2005.

- Recommended the implementation of medical peer review procedures for quality assurance of dictionary data, which was established as a standard operating procedure, and contributed to a reduction in audit statistics. The observation error percentage dropped drastically from a high of 1.9% for the MedDRA 9.0 release to 0.2% for the MedDRA 11.1 release in 2008. This process also became fully instituted in the MSSO's ISO 9001:2000 certified Quality Management System (QMS) in 2007. The increase in MedDRA implementation quality control is directly attributable to this measure.
- Conceptualized the development of Web-based MedDRA internal change request submission tools for international medical officers based in EU countries, which positively impacted the MedDRA review cycle.
- Significant MedDRA maintenance contributions made include MedDRA modifier concepts reviews, medical device and medication error terms considerations for the FDA, the National Cancer Institute's (NCI) Common Terminology Criteria for Adverse Events (CTCAE) to MedDRA mapping, HLT reviews and proposals, vaccine related terms inclusion in MedDRA. Reviewed and made recommendations of MedDRA terms for Standardized MedDRA Queries (SMQ) used in pharmacovigilance and clinical development.
- Liaised with external experts and leaders regarding MedDRA maintenance activities (FDA, EMEA). Author of semi-annual version specific "What's New" documents. Interacted with vendors and clients in response to specific medical inquiries, and created or revised standard operating procedures to facilitate process improvements.
- Directed the professional efforts of analysts and other members in implementing submissions into MedDRA.
- Created MSSO E-Health, an employee health newsletter

Continued...

## CONTACT DEBRA

**Debra Wheatman, CPRW, CPCCC** is the founder and Chief Career Strategist of ResumesDoneWrite, a premier career services provider focused on developing highly personalized career roadmaps for senior leaders and executives across all verticals and industries

Debra can be reached at –

[DWheatman@ResumesDoneWrite.com](mailto:DWheatman@ResumesDoneWrite.com)

[HTTP://ResumesDoneWriteBlogspot.com](http://ResumesDoneWriteBlogspot.com)

[HTTP://WWWResumesDoneWrite.com](http://WWWResumesDoneWrite.com)

Connect to me on [HTTP://LinkedIn.com/in/resumesdonewrite](http://LinkedIn.com/in/resumesdonewrite)

Follow me on [HTTP://twitter.com/DebraWheatman](http://twitter.com/DebraWheatman)

