

Lab Support

Your Job Search Resource

Whether you are just starting out, or are making a change, you now find yourself looking for work. As you contemplate your job search strategy, don't hesitate to call Lab Support for help. Our Recruitment Consultants provide support and career guidance in finding your next position, at no cost to you. With our international network of industry contacts, we can find opportunities for qualified professionals.

The job hunting landscape may look different than what you were expecting, especially if you have been here before, so a good way to start your search is to get familiar with the territory. Now that you understand what to expect, you should spruce up the face of your job search – your CV.

In today's market, it's especially important to put your best effort into every stage of the job application process. Assuming that you've gotten yourself familiar with the current job search environment, you can now focus on creating a CV that makes a clear and strong impression of what you have to offer.



Your CV

CV guidelines to get you noticed

Stick to some basic rules

- Keep length within two pages; high level executives may need three to four pages.
- Body, address, phone numbers, and email address: 11-12 point size; name and headings: 14-16 point size. Apply bold style to name and headings.
- Use a standard font, such as Arial or Times New Roman.
- Center at top of page in the following order: name, address, phone numbers, and email address.
- For previous jobs, do not include company street address, salary, and reason for leaving.
- Leave out personal information, including photos and hobbies, unless they are relevant to the job.
- Keep the format simple – avoid using tables and complicated indents, tabs, and other formatting. They may get lost in translation when sending your CV electronically.
- Refer to the position by its exact number or title as it appears in the job posting.
- Avoid using the pronoun “I” throughout content.
- Proof several times for clarity and proper grammar and punctuation.

Grab readers' attention quickly

It takes Human Resource professionals and hiring managers less than 20 seconds to decide whether applicants merit further consideration. Therefore, it is necessary for you to grab their attention quickly – within the first third or half of page of your CV. The following tips will help you achieve this:

- Your CV should have a professional presentation and be easy to read.
- Be concise and use consistent formatting that allows for plenty of white space.
- If you are a new graduate or have less than five years of experience, state a short, yet specific, career objective underneath your header information. Make sure it reflects your qualifications for the particular position you are apply for.
- If you have more than five years of experience, instead of including an objective, briefly describe your professional qualifications – strengths, capabilities, and experience – in a bulleted format.
- To capture potential employers' attention online, include several key words that they might use to search for candidates in your field. Also, pull key words from job descriptions when you apply for an opening – your CV may be screened first by a computer.
- Write cover letters that directly address the job requirements listed in each job posting as they relate to your experience. Never send a form letter.

Communicate content efficiently

The content of your CV must allow the reader to quickly and easily review a summary of your education, skills, accomplishments, and experience. Using a standard format and implementing a few writing techniques will help you accomplish this.

- If you are a new graduate or have less than five years of experience, format your CV in the following order: Header, Objective, Education, Experience (job history and additional applicable skills), Professional (associations, awards, volunteer work).
- If you are an experienced applicant, format your CV in the following order: Header, Qualifications, Experience (job history and additional applicable skills), Education, Professional (associations, awards, volunteer work).
- List items under Education and Experience in reverse chronological order. For Education include: degree, major, year, honors, awards, and any other relevant information. For Experience include: dates, title, company, location, and duties.
- When listing specific tasks or accomplishments within a job summary, use bullet points whenever possible to make it easy to read.
- Within your accomplishments, include a few examples where you resolved a problem that demonstrates your professional expertise.
- Use specific detail and strong verbs to add impact and fully demonstrate what you've done.
- Put a positive twist on any gaps in employment – state the time period and the interesting or significant things you did during it.

Networking to land a job

Because relationships grow over time, networking to land a job works best if it's something that you've been doing throughout your career. Nonetheless, it's always a good time to start networking. It's one of the best opportunities you have to make connections, build relationships, and help yourself and others in the job search.

In-person networking, both formal and informal, is an important resource to help you find a job. Building a professional network on the web is also a great way to make connections that may be beneficial when you are looking for work.

In-person networking:

- Develop contacts: friends, family, neighbors, college alumni, people in associations – anyone who might help generate information and job leads.
- Call or email contacts: Briefly let them know that you are looking for a job and tell them what type of job you're interested in as well as your skills and qualifications.
- In casual settings, such as parties or your kid's school events, mention that you are looking for work – you never know where or when you might meet someone who can provide job search assistance.
- Carry business cards with you to hand out. Keep track of who you give them to, so you can follow up with a call or email.
- Be ready to talk about your qualifications – education, experience, skills, and accomplishments – in any type of setting.
- Attend professional or alumni association meetings and events. To make it more comfortable, you may want to volunteer to work at a registration table or bring a friend to walk around with you.

Online networking:

- Join LinkedIn.com, a top business networking site, and enter a simple professional profile (name, job description, contact information). You can quickly expand your professional contacts by asking colleagues, former colleagues, as well as people in your field of interest to join your LinkedIn network.
- Facebook.com is another popular networking site, although its current structure is geared more towards social interaction. You can, however, make professional connections with people in many different industries, and if you aren't currently employed you can share that you are looking for work.
- Search for other online networking sites that are specific to your industry or simply appeal to you. Be aware of the amount of value you get for the time spent on any particular site.
- Check out online job search forums where you can post an issue and then others' (career professionals and job seekers) respond to it. A few examples of job search forums can be found at SimplyHired.co.uk.

Online Job Search

More online job search strategies

Many companies post their job openings online – on their website as well as on job search sites. It is essential for job seekers to visit the websites of companies that they are interested in as well as sign up to a few job search sites. Some of the top sites include: monster.co.uk, craigslist.co.uk, indeed.co.uk, careerbuilder.co.uk, and SimplyHired.co.uk.

Tips for successful interviews

You've made it to the interview stage of the job search process – congratulations, you've done a lot right, so far! The following simple suggestions will help keep your success going:

- Research the company and position beforehand. Know enough to be able to ask and answer questions appropriately. Visit their website and conduct an Internet search using the company name to get additional information.
- Review your work experiences. Be ready to support past career accomplishments with specific information targeted toward the company's needs.
- Approach the interview with the attitude that you are also seeing if the job and company are a good match for you. It will help you be more assertive and confident.
- During the interview, don't just talk, listen. Focus on what the interviewer is saying; not on what you want to say next. This will help you communicate more effectively and build rapport with the interviewer.
- Prepare and rehearse questions about the position and company that you genuinely want to know.
- Dress your professional best for the interview. Even if you're overdressed, it will help boost your confidence. You can also ask the person who set up the interview about the company's dress code.
- To make a good impression, you'll also want to extend a firm handshake, make frequent eye contact, smile often, show interest, and be positive.
- After the interview, follow up with a thank you note to the interviewers. Express your interest and specifically why you would be an asset to their company. Make it personable, yet professional.

Lab Support

Open new doors of opportunity

As you work through your job transition and look for new employment, feel free to contact **Lab Support** and find out how we can assist you. We're here to help relieve the stress of job searching and open new doors of opportunity for qualified professionals. The resources we offer include the following:

- Skills assessment
- CV review and writing tips
- Interview techniques and coaching
- Safety education for on-site situations
- cGMP education in the areas of FDA, GLP, Environmental Hazards, Controlling Contaminations, Safety, Calibration, and Documentation
- Local, national, and international job openings

Contact **Lab Support** at **0845 241 1111** or <http://www.labsupport.co.uk>

About Lab Support

Lab Support, a division of On Assignment, is an international leader in placing scientific and engineering professionals in contract, contract-to-hire, and direct hire opportunities. Following the specialised staffing approach we pioneered, most Lab Support Staffing Consultants possess a degree in science or engineering and a passion for the industry they represent. With in-depth knowledge of these areas of expertise, we can match your talent to the right opportunity.

Many recruitment services deal with paper instead of people, matching piles of CVs with files full of job descriptions. At Lab Support, we take a more people-focused approach. Our dedicated Recruitment Consultants take the time to thoroughly understand the skills and goals of each candidate, and develop ongoing relationships to ensure long-term career satisfaction.

Studies have shown that people who are employed have an easier time finding a job than those who are unemployed. So, no matter what your long-term career goals are, contract or contract-to-hire positions will help you enhance your CV, gain experience, and expand your professional network. It's also a great way to get your foot in the door at a new company.

We place people in contract, contract-to-hire, and direct hire opportunities:

Contract:

Choose where and when you work: take back-to-back assignments, so when one ends you can promptly begin another or work select times of the year to supplement your income as needed.

Contract-to-hire:

This option offers all the advantages of contract work, while giving you the flexibility and opportunity to experience different areas and expand your CV quickly.

Direct hire:

With this option, you have access to all the resources of a professional recruitment firm, reducing the time to find your perfect career match.

With nearly 30 years of experience, we successfully place professionals at all levels of an organisation, from PhDs and senior managers to new college graduates. Our network is strong: many of the people we have placed early in their careers now work with us at a managerial or directorial level.

The industries we serve include:

- Biotechnology
- Food and Beverage
- Personal Care
- Materials Science
- Contract Packaging
- Chemical
- Medical Device
- Brewery
- CRO/CMO
- Diagnostics
- Automotive
- Confections and Candy
- Pharmaceutical
- Winery
- Nutraceutical
- Flavour and Fragrance
- Universities
- Petrochemical
- Environmental Services
- Energy/Renewable
- Medical Research Lab
- Industrial/Manufacturing
- Municipalities

Our deep commitment to science and engineering and strong professional ethics are demonstrated every day by Lab Support Recruitment Consultants worldwide who are united in our mission: To assure that our clients get the best person for the job, and that our candidates get the best job for their skills.