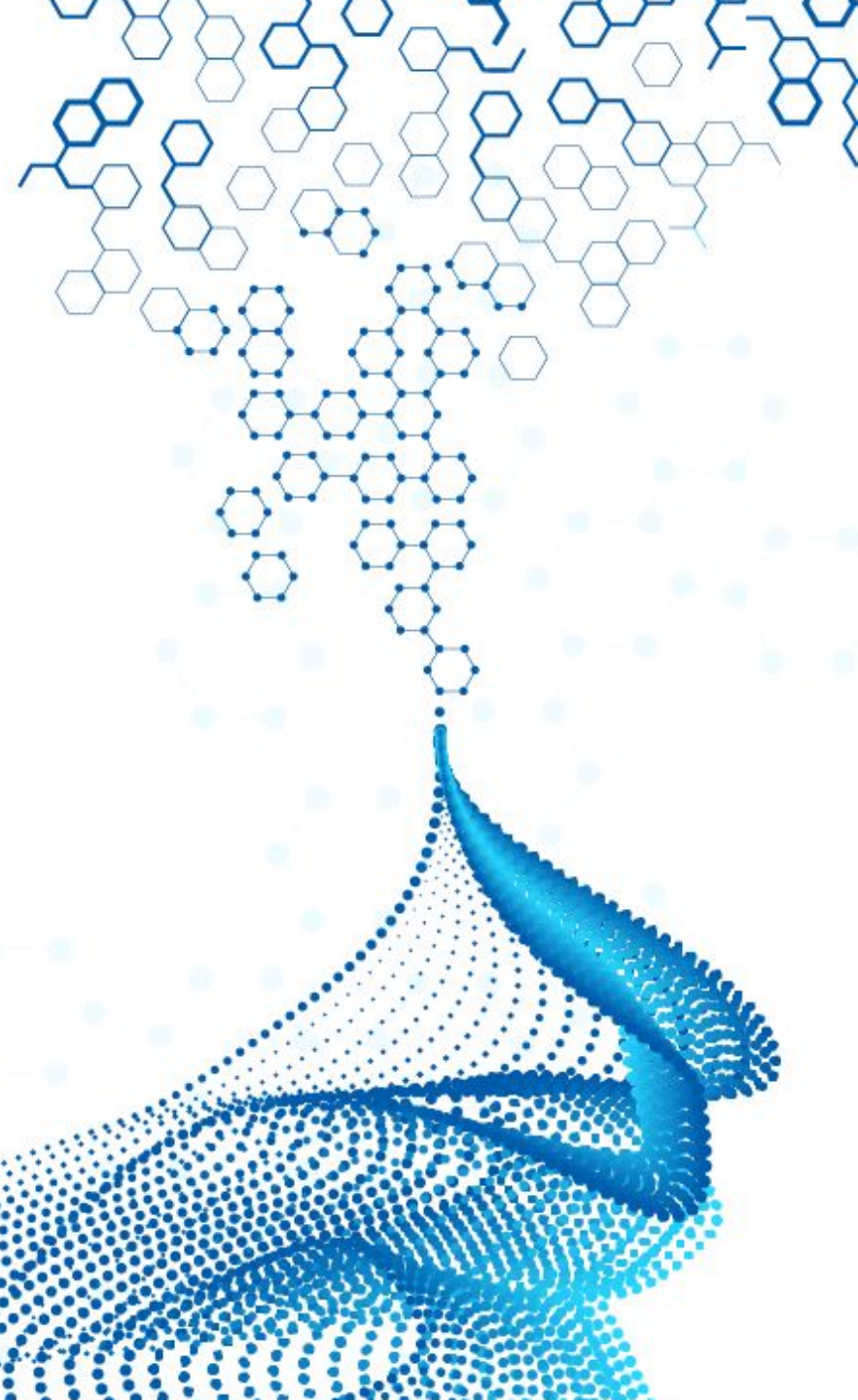




**Schrödinger**

# **Selling the Story:**

Using a Resume and Cover Letter to  
Frame Your Fit for Your Dream Job



# Résumé/Curriculum Vitae

- Difference?
  - PhDs
- Styles
  - Chronological
  - Functional
  - Combination
- Include...
  - Education
  - Experience  
(Professional/Research)
  - Interests, service, etc.
- Do not include...
  - “Statement”
  - “Soft skills”

## ANONYMOUS

email@address.com | (555) 555-5555 | City, STATE 11111

**Statement:** Highly motivated Student working towards building a foundation for molecular modeling. Hardworking and ready to learn new methods to broaden knowledge in research studies focused on protein structures..

**Major:** Biomedical Informatic

### Courses Taken:

BIO2110(Programing for biologist)  
BIO2312(Anatomy & physiology II)  
BIO2450(Genetics)  
BIO3352(Bioinformatic II)  
BIO3620(Molecular & Cell Biology)

### Research Projects:

Canine Parvovirus  
Ethical dilemma: Deaf Gene Modification  
Gene Therapy  
Congenital Adrenal Hyperplasia

### Experience

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| Brooklyn, New York  
**Child Caregiver**  
02/2005 - 1/2023

- Prepared meals, snacks, and refreshments while accounting for dietary needs and restrictions.
- Enforced rules to teach good manners and maintain a safe environment.
- Instructed children in health and personal habits involving eating, resting and hygiene habits.

Neocatechumenal Way | Brockton, MA  
**Missionary Volunteer**  
09/2015 - 06/2017

- Educated children on important skills, including vocalization of emotional distress, and self-managing skills.
- Managed diet for child with cancer
- Distributed medication when needed.
- Assisted in Healthcare for Older patients

All Saints R.C. Church | Brooklyn, New York  
**Secretary**  
10/2013 - 06/2015

- Maintained organized filing system of paper and electronic documents.
- Coordinated communications, taking calls, responding to emails and interacting with clients.
- Completed supply orders and maintained appropriate levels of office supplies.
- Created agendas, meeting notes and other documents to enhance collaborative process.
- Handled data entry tasks with high levels of speed and accuracy.
- Maintained full compliance when executing and tracking bank reconciliations, invoicing, and billing
- Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.
- Certified and processed payroll and pay adjustments while distributing checks.

### Skills

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- Knowledge in Python, unix, SQL, VMD, Ugene, Modeller
- Bilingual (Spanish and English)
- Knowledgeable in Excel and Word
- Great problem-solving skills
- Project management and great organization skills
- Conflict mediation
- Work great under pressure
- Great with people
- Teamwork

# Other Issues...

- Grammar
- Spelling
- Syntax
- Spacing
- Fonts
- Colors
- Consistency
- **One page!**

[Redacted]  
[Redacted]@gmail.com

## Education

January 2021 - Fall 2023

**New York City College of Technology, New York NY** - Bachelor's Degree in Biomedical Informatics (Honors)

GPA: 3.78

Program Highlights:

- Programming for Biologists (Python & Shell Programming)
- Cellular & Molecular Biology, Biochemistry
- National Science Foundation S-STEM Scholarship Recipient (2021-2023)
- Emerging Scholars Researcher (2022-2023)
  - Computational analysis of microbiome data

August 2018 - May 2020

**Orange County Community College, Middletown NY** - Associate Degree in Biology

GPA: 3.3

Program Highlights:

- Anatomy & Physiology I + II
- Microbiology
- Dean's List (Spring 2019)

## Work History

College Laboratory Technician - New York City College of Technology (August 2022- current)

- Preparation of classrooms for laboratory activities: ensuring proper function of all equipment and its availability, creating aliquots for various experiments, dilutions from various stocks
- Troubleshooting problems with laboratory machines

Bioinformatics Intern - Columbia University Irving Medical Center (June 2022 - August 2022)

- Wrote and edited programs to help phase exome data gathered from patients diagnosed with renal hypodysplasia
- Created visuals to express findings/statistics
- Presented relevant findings to senior researchers and suggested further steps for the project, addressed study limitations

Intern - Cold Spring Harbor DNA Learning Center (March 2022 - June 2022)

- Poured LB & ampicillin agar plates, made aliquots, and kept track of inventory
- Prepared classrooms with the proper equipment & technology

## Skills

Programming Languages: Python, Unix/Shell Scripting, R, SQL

Applications: Google Colab, Powerpoint/Slides

Laboratory Procedures: Gel electrophoresis, PCR, Nanodrop, Aseptic technique

# Cover Letter

- What doesn't your resume address? Anything for which you no longer have room after trimming to one page (which is also how long your cover letter should be)...
- “Storytime” - but not too much (motivation, origin, etc. - but *focused*)
- Not only why you fit for the role - why the role (company) fits you
- *Name the company and the role*
- Formatting (date, address, salutation)
- Proofread! Find a trusted third party!
- Read the job description...

Date: 10/20/2023

Katherine Bay

Schrödinger Inc

Midtown, Manhattan NY 10036

Phone: 212 295 5800

RE: IMMERSE initiative internship program.

Dear Katherine,

I was excited to learn about the IMMERSE initiative program with Schrödinger information session in our college. I would greatly appreciate you considering my placement in this role. I have closely reviewed the needs and requirements for this role and believe that my qualifications have prepared me to contribute immediate value to your organization.

While in school I worked hard to hone my data analysis and technical writing skill. I am focused and attentive to details when addressing high -volume task loads to meet deadlines. I am inspired by making a positive impact by applying research skills and my problem- solving abilities allow me to address challenges to achieve results.

My academic experiences have served me well in developing my critical thinking, communication, and decision- making skills. I work well to use clear and concise communication to interact professionally with co-workers, supervisors, and customers. I look forward to speaking with you regarding my skill set and attributes which I believe will serve as an asset to support this company's goals. Please take a moment to review my attached resume. Thank you for your time and consideration.

Sincerely,



# Match the Job Description

- What you can offer/what we can offer
- Proactive learning
- Growth opportunities
- List of skills are good - descriptions of how and why you used them are better

## Battery Machine Learning Force Fields Scientist

Apply Now

at Schrödinger ([View all jobs](#))

New York

Schrödinger seeks a **Battery Machine Learning Force Fields Scientist** to aid us in our mission to improve human health and quality of life through the development, distribution, and application of advanced computational methods.

As a member of our Machine Learning team, you'll play a key role in developing a next generation simulation platform for battery materials and testing the limits of classical approximations to quantum mechanics. You'll also have the opportunity to communicate and collaborate with team members across many different departments and disciplines.

### Who will love this job:

- An innovator who wants to contribute to leading battery chemistry simulation models
- An independent researcher who enjoys collaborating with an interdisciplinary team in a fast-paced environment
- A computational scientist who wants to push the limits of what can be simulated at the atomic level
- An excellent communicator and documenter who has experience collaborating teams of diverse scientists

### What you'll do:

- Develop new atomistic machine learning force fields with improved accuracy and generalization
- Contribute to a platform to simulate chemical processes at the electrode/electrolyte interface and discover new battery materials
- Generate and train on sets of millions of quantum chemistry simulations
- Apply best practices from the world of software engineering
- Build scientific validation tests to ensure models continue to perform well

### What you'll need:

- PhD in Chemistry, Materials Science, Chemical Engineering, Physics, or a related field **or** a scientific degree plus two to three years' relevant industry experience
- Background in applying molecular simulation and quantum chemistry methods

### We'd prefer to hire someone with:

- Experience developing interatomic potentials based on machine learning or classical force fields
- Expertise in the simulation of electrode and electrolyte materials, interfaces, and ion transport
- Familiarity with enhanced sampling, rare-event sampling, or transition state search methods
- Proficiency with Python libraries such as NumPy, SciPy, and PyTorch

### Pay and perks:



**Schrödinger**

**Please take a  
post-event survey**

