All **Notes** are in **RED** which describes the purpose of the section and how to properly present your experience.

**Example** section is in **BLACK** and is simply included to showcase an example of what you would include in this section. This example is a representation of a Medical Doctor working in Clinical Development.

For a blank template, please find a copy on our Candidate Resources page.

**Curriculum Vitae: YOUR NAME**

*Professional Tagline (Example: Clinical Development Leader – Oncology)*

*Example Application: Senior Director, Clinical Development, Oncology*

*Target Company: Oncology focused biotech with biologics and cell therapy pipeline.*

**Title: Summary**

Include a brief summary of your experience, outlining your core expertise, amount of experience you hold within your sector and the overall value offer you are able to bring an organisation. Focus on experience and skills (defined strategy, implemented process, lead teams of ‘x’ amount of people) as opposed to buzz words (dynamic, influential, team player).

This will ideally intertwine your primary responsibilities and the expectations of what the target opportunity is looking for.

**Example:**

Medical Oncologist with over six years of clinical research and biopharmaceutical industry experience within translational medicine and clinical development, focused on the development of biologics and cell therapy technologies for application in solid tumor indications, including breast cancer, lung cancer and prostate cancer. Strong leader with experience managing global cross-functional development teams and also directly leading teams of up to five FTEs (MDs & PhDs).

**Sub-Title: Key Skills:**

* Include around five bullet points
* Outline your main skills that overlap with the target vacancy
* Good examples will include leadership experience, project management exposure, operational delivery and other fundamental requirements in your field of expertise.
* Do not overload this section with soft skills and capabilities that will require proof in interview (strategic thinker, good team player etc.).

**Example:**

* Specialist knowledge in cell therapy and antibody technologies.
* Translational oncology and biomarker development expert.
* Track record of successful clinical study design and execution.
* Strong knowledge of regulatory guidelines for key health authorities, such as FDA and EMA.

**Title: Education**

**DATE (Years) University or Institute in which studies were completed.**

 Title of Qualification

 Any additional information that is relevant, i.e. Thesis Title

**Example:**

**2012 – 2013 University of…**

 Master of Science (MSc), Translational Oncology

**2010 – 2012 University Hospital**

Clinical Residency

**2004 – 2010 University of….**

Medical Doctor (MD)

**Title: Professional Experience**

**DATE OF EMPLOYMENT**

**COMPANY WORKED AT**

**TITLE OF POSITION**

* Include a minimum of five bullet points.
* These should outline your primary responsibilities within your role.
* These should be brief and to the point, describing your core focus.
* Include an additional section highlighting your KEY ACHIEVEMENTS to showcase your direct impact on your organisation during your role.

**Example:**

**Aug 2021 – Present**

**Global Pharmaceutical Company**

**Medical Director, Clinical Development, Oncology**

* Clinical lead for company’s phase II antibody program targeting solid tumour indication.
* As medical lead, responsible for the cross-functional study team of early and late phase studies in solid tumor indications.
* Responsible for leading FDA and EMA regulatory interactions.
* Preparation of key clinical documentation (study protocols, IBs, clinical development plans, study reports)
* Conduct, evaluation, interpretation of studies and publication of study data.

Achievements:

* Successfully led health authority interactions, and key contributor to successful BLA filing for ‘company product’ in ‘indication’.
* Built a team of clinical scientists and physicians, recruiting and developing the team from 1 FTE to 5 FTEs (MD/PhD).
* Developed and executed clinical strategy for phase I clinical study of ‘compound x’
* Implemented a new technology to support the monitoring of safety data.

**Title: Additional Information**

Include additional information that is relevant to the target vacancy:

* Software and Systems
* Industry Memberships & Affiliations
* Board Certifications
* Honors & Awards
* Publications & Patents

**Example:**

**Industry Memberships**

American Society of Clinical Oncology (ASCO)

European Society of Medical Oncology (ESMO)

**Publications**

Over 30 peer-reviewed publications.

Either list out on CV at the bottom, or include a link should you have these consolidated online (semantic scholar, google scholar etc.)