

NEXT STEP: CAREER BOOKLET

for the EMJM in **Leading International Vaccinology Education**

students and alumni

2022



Erasmus
Mundus
Association



Funded by
the European Union

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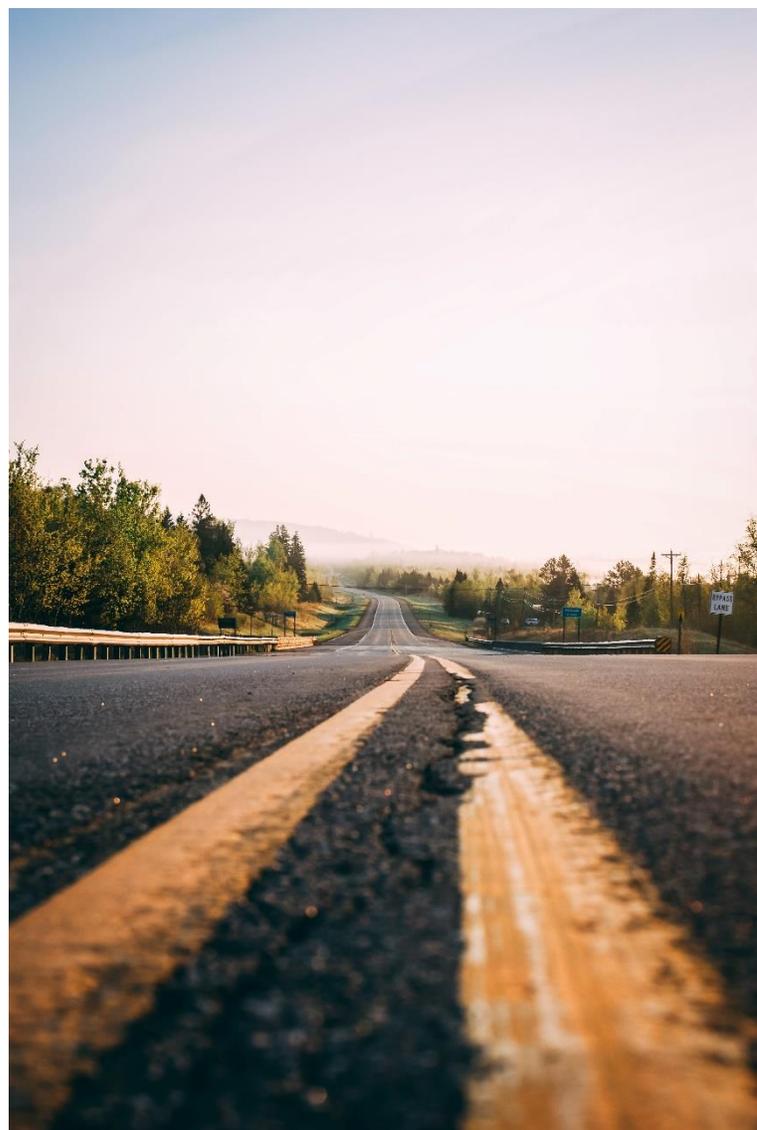
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Overview



Reagan Chidhakwa
EMA Program
Representative EMJM
LIVE+

Hilleman Promotion
2019-2021
EMJM Master LIVE
BSc. (Hons) Biochemistry

It is a great honour for me to be currently serving as the Erasmus Mundus Association Program Representative for the Erasmus Mundus Joint Masters (EMJM) in Leading International Vaccinology Education (LIVE+). Apart from my passion for science, I am passionate about community engagement and development activities such as helping young aspirants remain positive and achieve their dreams.

Together with the help of fellow colleagues from the Master LIVE family who dedicated their effort to share their experiences and passion to keep others going forward in pursuit of their aspirations, this booklet aims to keep you motivated to pursue and achieve your goals, and establish links through sharing with you profiles from some of the Master LIVE graduates and share some tips that may help in the next step of your career.

On behalf of the Erasmus Mundus Association (EMA), I would like to invite you to get to know more about EMA, become a member by registering (at no cost), and where possible volunteer in the different roles currently available to help attain the vision of the Association which is, to become a global network of distinguished, connected, and active members of the greater Erasmus Mundus community.

I hope you will find this booklet helpful and wishing you the best of the year 2022.





Erasmus Mundus Association

The Erasmus Mundus Association (EMA) was founded in 2006 and is one of the biggest culturally diverse and interdisciplinary Student and Alumni organisations present worldwide. More than 12,000 students and alumni are EMA members, spread over 174 countries. EMA is an NGO, politically independent and non-profit.



The mission of the Association is to foster academic excellence, professional development, and multicultural exchange of Erasmus Mundus students and alumni globally. This is facilitated by providing a forum for networking, communication, and collaboration, and offers an exchange platform for students and alumni. EMA contributes to the successful internationalisation of Higher Education by promoting Erasmus Mundus as a European program of excellence in international education and advocating for Erasmus+ through the unified voice of students and Alumni.



EMA, as a purely volunteer run Association currently has 150+ active volunteers in roles such as:

- [Management Board Members](#), overall steering of the Association,
- [Program Representatives](#) of any Erasmus Mundus program,
- [Country Representatives](#) across the globe, and
- [Project Leaders](#), leading projects related to EMA's mission and vision.

Overall, EMA volunteers are active amongst their fellow students and alumni fostering interaction and



community belonging and form a global network for the international realisation of the Associations mission. EMA volunteers, and broadly all members, function as ambassadors of Erasmus Mundus, spreading its message around the world.

Become a volunteer

Over the years, EMA has grown into an international organisation with, as of 2020, more than 12,000 members from 170+ countries.



All EMA members have studied an M.A., MSc. or PhD and as such benefitted from a mobility program under the Erasmus+ Action. For more details check out the Members page.

Become a member

Our Values

✓ Excellence

Erasmus Mundus Programs are highly selective with grants awarded to only about 5% or less of all applicants. No matter the direction taken after graduation, our members aim to succeed.

✓ Diversity

We take pride in and see a great deal of potential in our diverse backgrounds, cultures, and professional profiles.

✓ Sustainability

Many of our members and volunteers are passionate about environmental issues and are eager to promote a culture focusing on sustainable practices.



✓ Education

Our members value immensely that they have had the opportunity to receive an exceptional international education and are committed to improving educational experiences for others. This is reflected in their lifelong learning efforts and interest in giving back to the community.

✓ Development

EMA members are dynamic professionals, constantly seeking personal and professional growth. For this purpose, EMA volunteers, amongst others, conduct webinars, a podcast, mentoring programs and face-to-face trainings and workshops. We support the entrepreneurship of members through networking and projects.

✓ Equality

In EMA everyone is treated equally. EMA volunteers established the EMA Women and LGBT networks, amongst others. We also initiate other projects to increase awareness among our members and partners of our social responsibility around the world.

Our Mission & Vision

Our vision is to become a global network of distinguished, connected, and active members of the greater Erasmus Mundus community.

Our mission is to foster academic excellence, professional development, and multicultural exchange of Erasmus Mundus students and alumni globally.

Our EMA Strategic Goals (ESGs for short) are the very specific, strategic goals that guide the activities and work we do. They are based on our Mission and Vision statements and were developed by EMA's Presidential Team to guide EMA's activities during their tenure.

1. Develop a large network of EM students and alumni by providing relevant and useful benefits to our members.
2. Facilitate connections and opportunities to collaborate between the greater Erasmus Mundus community.
3. Foster the advancement and excellence of EMA members through professional development activities, and career advancement opportunities.
4. Develop EMA as a global authority on higher education in Europe.

For more, visit: <https://www.em-a.eu/>





Erasmus Mundus Joint Masters (EMJM)

Erasmus Mundus Joint Masters are high-level integrated study programs at master level. The programs are designed and delivered by an international partnership of higher education institutions from different countries worldwide. The partnership may also involve other educational and/or non-educational partners with specific expertise and interest in the area of study. The EU provides funding for these programs and for competitive scholarships, which the programs offer to the best student applicants worldwide.

Visit the EMJM Catalogue [here](#).



Co-funded by the
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Erasmus
Mundus
Association



Graduation Ceremony 2021



On the 26th day of November 2021, the Master LIVE program held the graduation ceremony for the Pasteur (2017-19), Montagu (2018-20), and the Hilleman (2019-21) promotions.

Congratulations to all the graduates from the Pasteur, Montagu, and Hilleman promotions.



Co-funded by the
Erasmus+ Programme
of the European Union

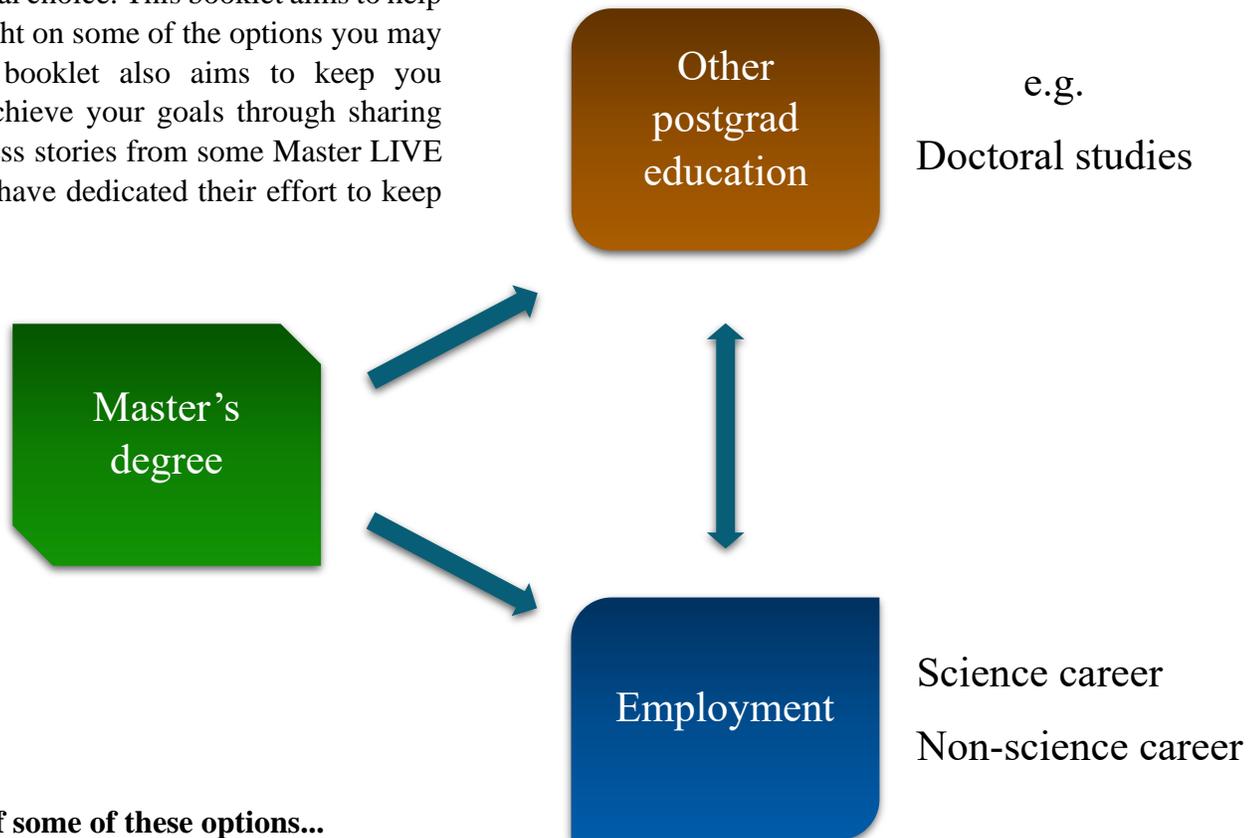


A life after



The environment may seem difficult but do not forget about where you wish to go.

Now that you obtained or you look forward to obtaining your Master's degree in Leading International Vaccinology Education (Master LIVE), you may be wondering what to do next. That is a personal choice. This booklet aims to help give some insight on some of the options you may consider. The booklet also aims to keep you motivated to achieve your goals through sharing with you, success stories from some Master LIVE graduates who have dedicated their effort to keep you going.



An overview of some of these options...



Employment options

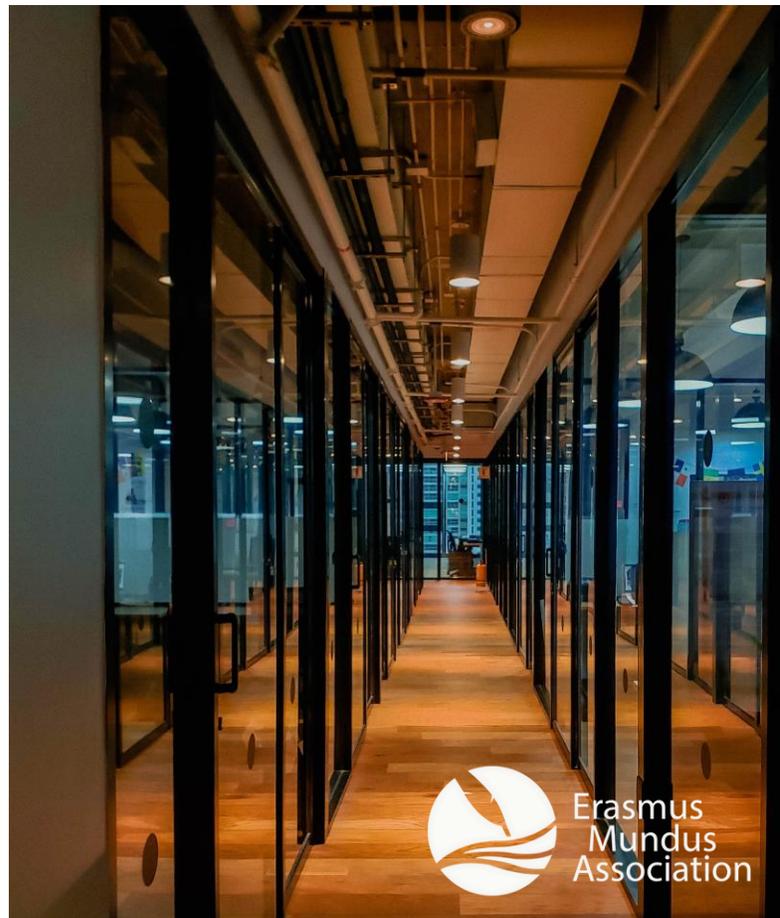
There is a wide range of organisations that one may engage in for employment. These organisations may include:

- Academic and research institutes
- Biomedical research institutes
- Biopharmaceutical industry
- Contract research organisations
- Consultancy companies
- Global health organisations
- Government agencies
- Health care

Postgraduate options

There are several other post-graduate study options such as Doctoral studies (PhD/DPhil) and other Master's degree programs such as those in Business Administration (MBA) and Public Health (MPH) that focus on different areas of specialty. Below are some common areas of specialty for doctoral studies:

- Epidemiology
- Immunology, Immunopathology
- Infectious and Tropical Diseases
- Molecular Medicine
- Oncoimmunology
- Pharmacology
- Public Health
- Vaccinology



Jobs hiring LIVE graduates to date

Types of 1st jobs after the Master LIVE include:

1. **Basic, translational, pre-clinical and clinical research:** PhD candidate (60% of graduates), Assistant Professor/Lecturer, Research assistant, Veterinary Immunologist, Clinical Project Manager, Pharmacist Vaccinologist.
2. **R&D, production, Quality Control:** Biomedical Engineer, Execution Manager, Product Development Scientist, Clinical Product Manager.
3. **Communication, health policy, pharmacovigilance:** Communication project manager, Medical Science Liaison, Global Public Affairs Lead, Pharmacovigilance manager, Public health Pharmacist, Public health management - technical WHO Consultant, Science Editor, Vaccine Global Regulatory Affairs.

Specific support can be offered by IVAA, the International Vaccinologist Alumni Association (IVAA) created to connect and exchange ideas and opportunities within the vaccinology network of EMJM LIVE alumni, students, teachers, and partners of the LIVE family. [IVAA website.](#)



Profiling some Master LIVE graduates





Margot Van Elsen
Execution Manager

Global Medical Affairs, GSK via Intys
Consulting, BE

Hilleman Promotion, 2019-2021
EMJM Master LIVE, ES, BE, FR
MSc. Industrial Drug Development
B.Pharm

“I am currently an Execution Manager within Global Medical Affairs for the Shingrix brand at GSK. I landed on this position via a consultancy company called Intys. I became acquainted with this company during my internship at GSK within the Vaccines Global Health team.

I chose this current role to learn more about Medical Affairs and to understand the processes within such a huge company better. My goal is to grow further within Medical Affairs and to ultimately return to Global Health either within a company or an NGO.

The only chances you’ll get are those you create for yourself. So, reach out to people, ask for advice, talk about your passions and ambitions, and create a network. While doing all of this, stay humble, open for feedback, and be eager to learn.”

“However great your dedication, you never win anything on your own” - Rafael Nadal



Shiva Joshi
PhD Candidate

University Medical Centre Utrecht, NL

Hilleman Promotion, 2019-2021
EMJM Master LIVE, ES, BE, FR
BSc. Microbiology-Biochemistry

“I am currently a PhD candidate at the Centre for Translational Immunology, University Medical Centre Utrecht. I work on Leucocyte Dynamics under the Borghans-Tesselaar group. Prior to this, I completed my master thesis on “Crosstalk between PRRs and Autophagy” at the Institute of Pharmacology and Structural Biology, Toulouse.

The “take home messages” from my LIVE experience are:

- If you really want something, chase it relentlessly.
- Cherish the relationships you make during the masters; your friends are your home away from home!
- Most importantly, work hard but don’t forget to be kind to yourself.”

“Live as if you were to die tomorrow. Learn as if you were to live forever.” - Mahatma Gandhi



Stembridge Ayuk
Doctoral Researcher

Helmholtz UFZ and HZI, DE

Hilleman Promotion, 2019-2021
EMJM Master LIVE, ES, BE, FR
MSc. Molecular Parasitology and
Vector Biology
BSc. Medical laboratory Sciences

“I am currently a doctoral researcher, and my research interest is on understanding the immunology of SARS-CoV-2 in pregnancy (Vertical transmission) and mechanisms that are imperative in delineating the full impact of the virus on the immune system. I decided to focus my research interest on this theme because since the discovery of the SARS-CoV-2, its full impact on pregnant women’s health and foetal development is still unknown.

First and foremost, identify your passion and research interest. Try to keep up to date with the current state of the art within your field as this will enable you to identify research/job opportunities.

Work hard as if it all depends on you and pray as if it all depends on God.”



Ali Taha Özdemir
PhD Student

Waterford Institute of Technology/
University College Dublin, *IR*

Montagu Promotion, 2018-2020
EMJM Master LIVE, *ES, BE, FR*
BSc. (Hons) Genetics and
Bioengineering

“I am currently pursuing my PhD studies at the Waterford Institute of Technology. I have a great interest in multidisciplinary fields involving nanotechnology and infectious diseases. I believe that nanotechnology can bring solutions to future pandemics like COVID-19. In my PhD project we are aiming to develop engineered nanospheres in the form of ‘nanodecoys’. When delivered to the respiratory system, nanodecoys are going to bind and neutralize the coronavirus preventing its attachment to cells in our respiratory system.

My interest in nanoparticles was first aroused during my internship at Institute of Biology and Chemistry of Proteins (IBCP, Lyon), where I worked on development of novel HIV vaccine delivery systems. It is a very interesting field and offers a great deal of benefit for the biomedical research. After successfully finishing my PhD study, I would like to further develop myself in the field adjuvants and nanotherapeutics.”

It is a rough road that leads to the height of greatness. Getting a master’s degree is just the beginning of a long journey in biomedical research. However, it opens your mind to many different opportunities. The EMJM programs allows students to create a great professional network around the Europe. Do not hesitate to use this network to reach out to people. It is also worth mentioning that if you are not successful in an application, always ask for feedback on your interview. Critically analyse what went wrong on your application and take an action to fix it. Don’t forget, failure is part of the process and a great teacher.”

“With great power comes great responsibility.” - Uncle Ben



Leonie Mayer
PhD student

Institute for Infection Research and
Vaccine Development, Hamburg, *DE*

Montagu Promotion, 2018-2020
EMJM Master LIVE, *ES, BE, FR*
BSc. Natural Sciences, *NL*

“I am a PhD student at the Institute for Infection Research and Vaccine Development in Hamburg, Germany. My team performs early phase clinical trials of vaccine candidates against emerging infections, such as MERS and SARS-CoV-2. In my project I am trying to understand the T cell memory and function after vaccination. My LIVE internship started with malaria immunology at the ISGlobal in Barcelona but turned into SARS-CoV-2 research at the beginning of the pandemic in 2020. While it was an unexpected change of direction, this experience helped me a lot with my PhD project.

Besides the research in the lab, so far, I have really enjoyed being involved in the organisation of the clinical trials. In the future I would like to work in global health and maybe even turn my hobby of science communication into something bigger.

Research is hard so don’t get discouraged by failure. From my first year as a PhD student, I have learnt that it takes a lot of patience, perseverance, flexibility, and luck.

Life’s a journey, better bring some boots.”



Vinnycius Pereira Almeida
DPhil Student
University of Oxford, UK

Montagu Promotion, 2018-2020
EMJM Master LIVE, ES, BE, FR
BSc. Biotechnology

“I am reading for my DPhil in Clinical Medicine at the University of Oxford, where I am investigating new combination therapies against solid tumours using viral-vector vaccines. Identifying novel efficacious treatments is crucial for cancer clinical care but understanding how they work can also give us valuable information to further improve them. During my bachelor’s in biotechnology, I already felt passionate about immunology, and I had the privilege to work on vaccines against tuberculosis and Zika virus. What fascinates me about what I do is that I can see the fruits of my work turning into products that will have a great impact in people’s quality of life. Thus, my aim is to continue doing research potentially in biotech companies or big pharma developing new therapies/vaccines against deadly diseases.

You may not know everything about a specific topic, and that’s okay, nobody does, but what is important is that you have a curious mind and demonstrate that you’re willing to learn and that you’re motivated and passionate about what you want to do.

Make people remember you not only as a brilliant professional but also as a great human being.”



Beatriz Miguelena Chamorro
PhD Researcher
Boehringer Ingelheim, FR

Pasteur Promotion, 2017-2019
EMJM Master LIVE, ES, BE, FR
DVM

“I am currently doing a PhD between academia and industry in France on mucosal vaccines in dogs, a topic I am highly interested in. My past internship was also related to mucosa vaccines but for human application. My objective is to find a role in academia where I can teach and do research at the same time or a position either in the private or public sector related to communication, public health, epidemiology, One Health...

It is normal to feel lost or to have doubts about your career, the important thing is not to be scared, and find the position where you will never want to retire!”

“Many small people, in small places, doing small things that can change the world.”
- Eduardo Galeano



Angela A.B. Aringo
PhD. Infection Biology
Twincore, DE

Pasteur Promotion, 2017-2019
EMJM Master LIVE, ES, BE, FR
BSc. (Hons) Biochemistry

“I am a global nomad. Currently a PhD candidate in Germany. I am an experienced health researcher with a demonstrated history of working on infectious disease research with a keen interest in vaccine science, infection immunity, microbial virulence, and antimicrobial resistance.

Sacrifice is not a loss, and its only when opportunity meets preparation does one succeed.”

“The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.” – Alvin Toffler



Madan Khatiwada
**Scientific and Procedural
Regulatory Affairs Manager**
Vaccines Global Regulatory Affairs,
PhaRA, BE

Pasteur Promotion, 2017-2019
EMJM Master LIVE, ES, BE, FR
BSc. (Hons) Biomedical Science

“I currently work as a Scientific and Procedural Regulatory Affairs Manager for a consulting company in Antwerp, Belgium, where I am part of Vaccines Global Regulatory Affairs team to support/coordinate the vaccines regulatory project for top pharmaceutical companies. Prior to this role I worked for almost 2.5 years as a researcher at Network for Education and Support in Immunisation (NESI), University of Antwerp, Belgium. In this role I conducted research on vaccine implementation including acceptance and demand. I also provided technical support for the introduction of new vaccines and to strengthen the routine immunization programs and health systems in low resource settings.

I chose the career path to work in the field of vaccines because I truly believe that vaccines not only protect us as individuals from deadly diseases but also help to protect the community if the uptake is optimal. My goal is to grow within the field of regulatory affairs and ensure that the high-quality lifesaving vaccines are within people’s reach.

Nothing is possible in life unless you try. So, if you like doing something or trying something new, just go for it. You will eventually succeed. Networking is key; reach out to people. Most importantly, stay humble, respect others, and show curiosity and eagerness to learn.”

“Strive not to be a success, but rather to be of value.” — Albert Einstein



Dur-e-Nayab Waheed
**Project Manager and PhD
Researcher**
Centre for Evaluation of Vaccination,
BE

Jenner Promotion, 2016-2018
EMJM Master LIVE, ES, BE, FR

“I am currently working as a Project Manager as well as doing my PhD research at the Centre for Evaluation of Vaccination, University of Antwerp. As part of my job, I assist the HPV Prevention and Control Board, an advisory board, with preparing technical documents, drafting scientific program of the bi-annual expert meetings, preparation, and dissemination of scientific content, organising the bi-annual scientific meetings, representing the board at 3rd party conferences, and working on other vaccine related projects within the team. As part of my PhD, I am studying underlying challenges for HPV vaccination programs’ introduction, implementation, and upscale in low and middle-income countries.

I wanted to pursue a career in Public Health after the LIVE masters and this job provided me with the perfect opportunity to start my journey in that direction. My goal is to further build scientific and technical expertise in vaccine introduction and implementation, and work for an NGO to continue to make a difference on a broader level.

Believe in yourself, develop a useful skill/gain expertise in something specific of your interest, create opportunities for yourself, reach out to people, interact, and connect, build a network, seek advice, learn from others, and stay determined to achieve your goals. Be honest, if you have made a professional mistake, don’t try to hide it, be open about it and learn from your mistakes.

Where there's a will there's a way!”



Sergio Linares Fernández
RNA Automation Expert
Sanofi Pasteur, *FR*

PhD mRNA Vaccines and HIV

Jenner Promotion, 2016-2018
EMJM Master LIVE, *ES, BE, FR*
BSc. Biotechnology

“I recently joined the R&D department of the mRNA Centre of Excellence at Sanofi Pasteur in Marcy l’Étoile to develop the Drug Substance RNA automation platform. I have a small piece of myself in every country and people I have met (Santiago de Chile, Prague, Antwerp, Lyon, Cadiz, Barcelona), but the bigger part of me is in Huelva, Spain. In the future, I would like to continue to learn, be challenged and collaborate with different people, and I really hope this work will lead to several life-saving vaccines.

Never put limits on yourself. If other people can, YOU CAN 😊!

The ultimate goal in your life is to pursue the happiness, everyone has its own definition, find yours. But remember, Science is not going to end, work is not going to end, and Apple is still Apple even without Steve Jobs.”

“It is in the power of man to make parasitic maladies disappear from the face of the globe, if the doctrine of spontaneous generation is wrong as I am sure it is!” - Louis Pasteur.

Are you interested in sharing your profile or a success story? Great! At any time, let us get in touch via: live@em-a.eu

For more regularly updated profiles, visit the sway below:



A life after the Master LIVE

Together with the help of fellow colleagues from the Master LIVE family who dedicated their effort to share their experiences and passion in order to keep others going forward in pursue of

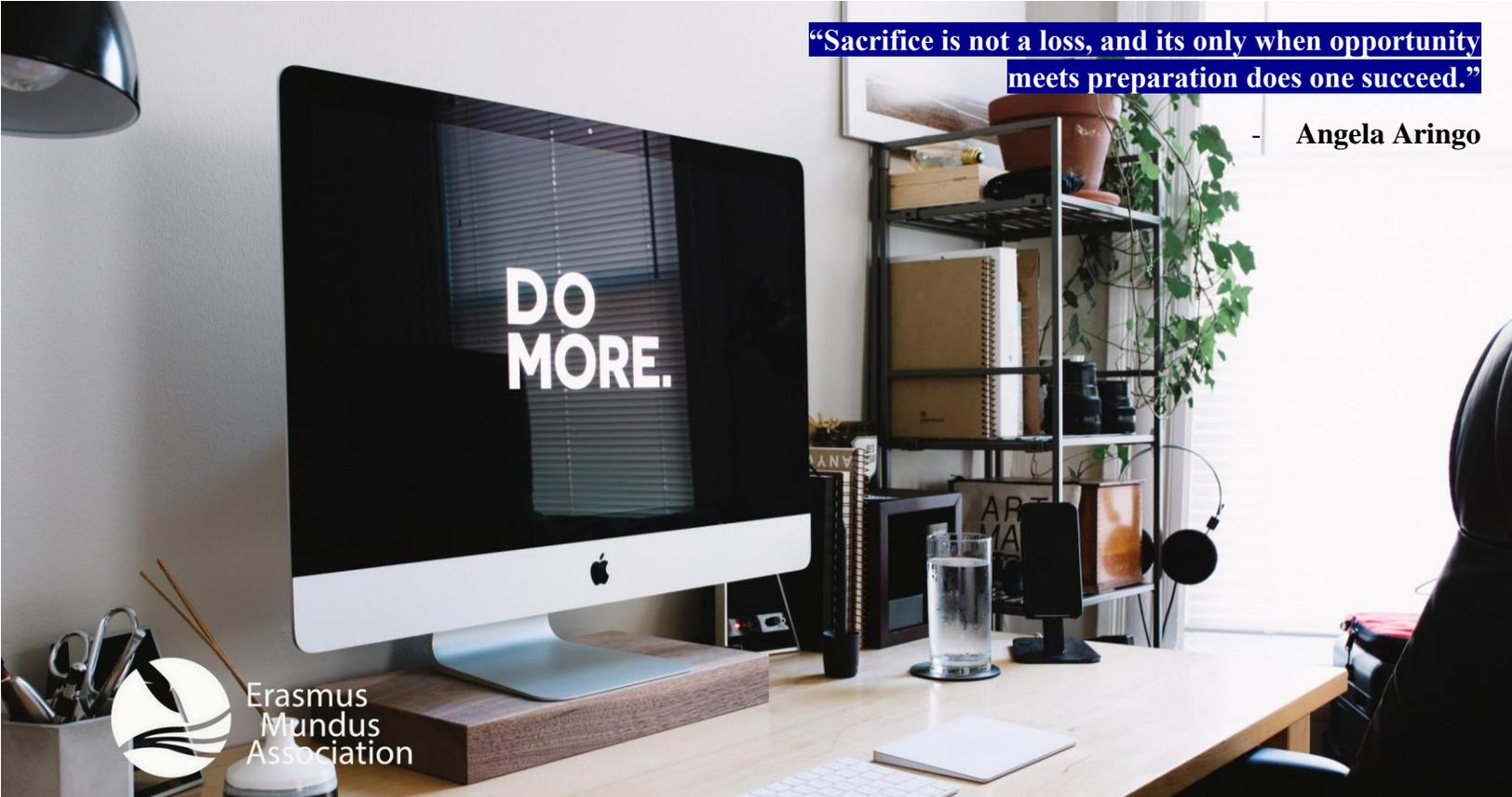
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[Go to this Sway](#)

“Many small people, in small places, doing small things that can change the world.”

- Eduardo Galeano





Tips for Job/PhD applications

Applying for open positions or making unsolicited applicants most often requires documents that include a Curriculum Vitae (CV)/Résumé in North America, and a cover letter or supporting statement.

Building a good CV

A CV serves the purpose of giving a concise summary of who you are, your skills, your educational background, work experiences, other achievements, and interests inside and outside your professional or academic work. It is often the first opportunity to market yourself or make an impression.

There are five key principles as shared by the [Newcastle University](#) you may consider when building a good CV. These are namely:

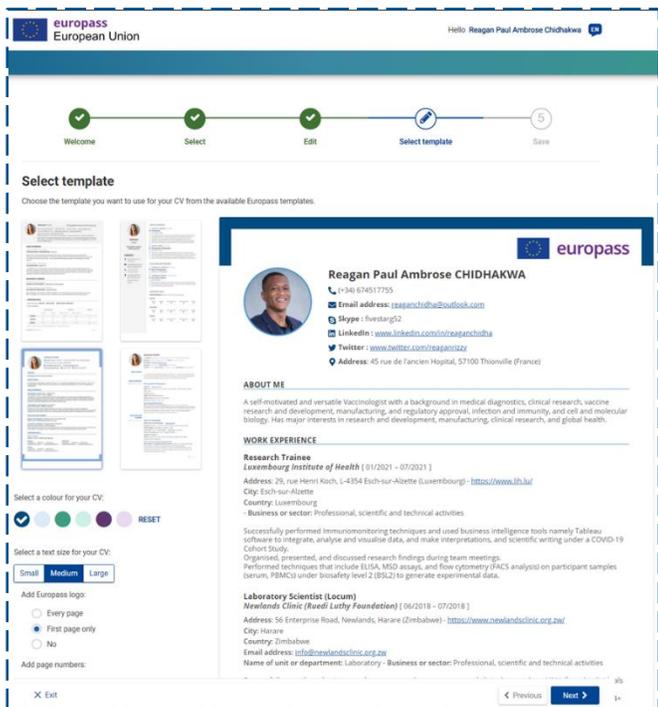
1. **Relevance** – identifying the job requirements and showing how your knowledge, experience and skills are

relevant to the role.

2. **Order** – it is necessary to put the most relevant information first and giving it the most space for example your work experience or your degree.
3. **Format** – to give a professional outlook for your CV, it should have a consistent layout, a good balance of text and space, a careful use of italics, bold and underlining, and printed on good quality paper (if posting).
4. **Attention to detail** – it is important to use correct spellings and grammar and making sure to proofreading the electronic document. If unsure, seek help from someone.
5. **Cover letter** – always have your CV accompanied by a cover letter unless told otherwise, as the cover letter provides an introduction and serves in marketing you effectively.

It is important to note that a CV format can differ by country.

The Europass CV stands as one of the best-known CV formats in Europe. Thanks to the Europass CV builder which is a convenient and easy to use online tool, you can build your CV and cover letter online, store, download and share your CV in 29 languages. You would need to first create a Europass profile to start building your Europass CV as shown below.



You can use other tools such as Microsoft Word to build and design your CV. There are other institutions that provide useful guides on applications and CVs that are worth looking into.

Asia

1. GradMalaysia
2. GradSingapore

Australia and New Zealand

1. Careers New Zealand
2. Monash University Careers, Australia

The United Kingdom

1. Imperial College London Careers Service
Download booklet
2. Newcastle University Careers Service
3. Oxford University Careers Service

The United States of America

1. Columbia University Centre for Career Education



“If you like doing something or trying something new, just go for it. You will eventually succeed.”

- Madan Khatiwada

Below is an example of a CV showing some of the most important sections to include and how they are emphasised.

LAURA NEILL
33, Engliff Lane, Pyrford, Woking, SURREY. GU22 8SU
Tel. 01932-400245
laura.neill@hotmail.com

CAREER PROFILE
Post-doctoral scientist with broad-ranging expertise in research, able to work both independently and as a supportive team member. Extensive experience in experimental design and statistical analysis. Able to quickly assimilate information, summarise and draw conclusions. Confident presenting to both technical and less-skilled audiences. Thrives on new intellectual challenges.

RELEVANT SKILLS

Communication

- Presenting research results at national and international scientific meetings (up to 500 people)
- Preparing PhD thesis (40,000 words) and annual progress reports for grant awarding bodies
- Publishing scientific papers in high-quality peer-reviewed journals
- Teaching and demonstrating at undergraduate practical and tutorial sessions (2008-2011) and Open University Summer School (2008)

Interpersonal skills

- Collaborating with colleagues to develop and test research ideas
- Supporting the development of team members through assisting with their professional training to ensure competence and personal safety

Research and Analysis

- Identifying appropriate research questions and designing experiments to test hypotheses
- Generating data through research and analysing using appropriate analytical packages
- Gathering and assimilating information from published sources to write review documents

Project Management

- Managing individual scientific research projects (post-doc and PhD) to fulfil objectives within grant timelines
- Organising practical and tutorial sessions for courses in Molecular Biology and Developmental Biology at Oxford University (2008-2011) and Nottingham University (2004-2008)

WORK EXPERIENCE

Post-Doctoral Research Scientist, Department of Plant Sciences, Oxford University	2008-2011
<ul style="list-style-type: none"> Senior post-doctoral scientist investigating genes regulating flower development 	
Assistant Information Officer, ICI Agrochemicals	2003-2004
<ul style="list-style-type: none"> Working as part of a team to provide a scientific and commercial information service to more than 200 scientists at an international research centre 	
Laboratory Assistant, British Gas plc	1999-2000
<ul style="list-style-type: none"> Gap year position, assisting generally with chemical sample analysis from research pipeline 	

EDUCATION

PhD, Nottingham University **2004-2008**

- Project to investigate molecular and biochemical basis of tomato fruit ripening
- Awarded Mabel Pannel Postgraduate Scholarship (1989) for out-standing progress in research

BA (Hons) Degree, Oxford University **2000-2003**

Pure & Applied Biology, Class 2 (i), including module in Statistical and Quantitative Methods

Tudor Grange Comprehensive School, Solihull **1994-1999**

3 A Levels (1999) in Chemistry (A), Physics (B) & Biology (A)
9 GCSE level (1997)

RELEVANT SKILLS & COURSES

- Teaching Skills (Level 1) - introduction to teaching and lecturing methods (2 day course; Oxford University, 2004); Supervising DPhil students (Oxford University, 2010)
- UK GRAD School (Nottingham, 2007) – a 4 day residential course developing communication, team working, leadership, commercial awareness and problem solving skills through experiential activities with other post-graduate researchers
- Microsoft Office (ECDL completed 2010); daily use of Microsoft Word (thesis and publications), PowerPoint (conference presentations), Excel (data analysis)
- Intermediate language course for conversational French
- Current driving licence

INTERESTS

- Sailing – member of Slough Yacht Club, recently passing RYA Level 1 qualification
- Cycling – as part of a team of three, organised and participated in a charity event cycling from John O'Groats to Land's End (2003), raising money (£3000) for three children's charities (Helen House, Childline and Wildlife Watch).
- Volunteering – assistant with environmental charity Wildlife Watch, involves organising and developing structured activities for primary age children such as pond-dipping, rain water analysis, both for education and fun!

REFEREES

<p>Prof David Thomas, Dept. Plant Sciences, Oxford University, South Parks Rd, Oxford, OX1 6AY Tel. 01927 673124 david.Thomas@ox.ac.uk</p>	<p>Dr Ray Roberts, Zeneca, Bracknell, Berks. RG67 4ES Tel. 01344 432876 r.roberts@zeneca.com</p>
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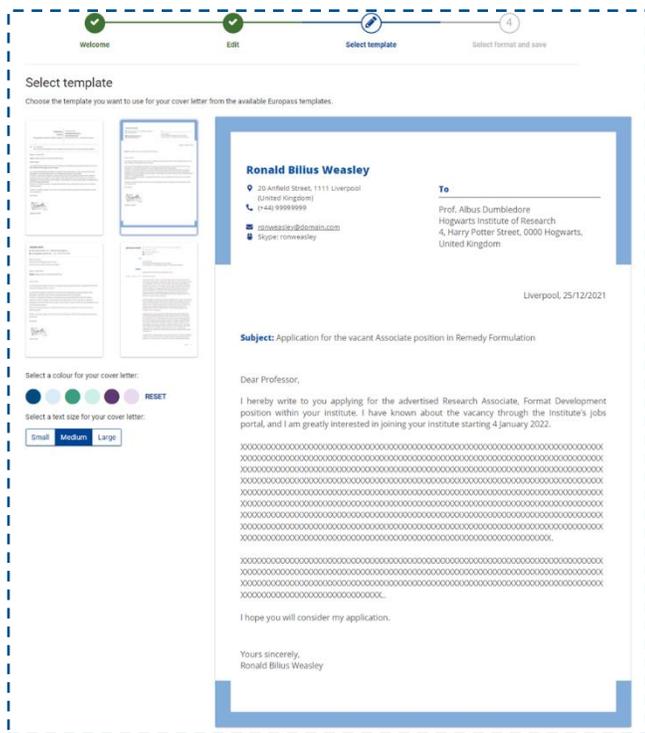
“Strive not to be a success, but rather to be of value.”

Albert Einstein

Building a good cover letter

A cover letter on the other hand, complements your CV by providing an introduction and serves in marketing you effectively. A good cover letter should help an employer understand your skills, your motivation for the role, and your interest for working for their organisation.

When building a cover letter, it is important to have a logical and engaging structure otherwise the content and style of your cover letter is up to you. Using the [Europass CV builder](#) you can also build a cover letter and choose a style to use as shown below.



Using tools such as Microsoft Word, you can build and make your own design of the cover letter. Generally, a good cover letter should:

- ✓ Be one page in size and of a A4 format.
- ✓ Be tailored specifically for the advertised role.
- ✓ Be clear and brief, highlighting the most relevant skills.

- ✓ Not have very long paragraphs.
- ✓ Convey your enthusiasm for the applied position and the organisation/group.
- ✓ Be addressed to a particular person where possible i.e., ‘Mr/Miss/Prof./Dr. AYUK’ instead of ‘Dear Sir/Madam’
- ✓ End with either ‘Yours faithfully’ (if addressed to Sir or Madam) or ‘Yours sincerely’ (if addressed to a named person).
- ✓ Sound professional yet conversational with use of plain English – avoid being wordy, too formal or putting jargon that may not be understandable.

<https://www.imperial.ac.uk/careers/applications-and-interviews/cover-letters/>

An ideal cover letter generally includes:

1. An introduction – the part usually briefly describes who you are, the motive of your application and if applying for an advertised position, state where you saw it (company/institute website, LinkedIn etc.).
2. Why you are the perfect candidate – identify some key selling points from your CV e.g., experience, skills, qualifications etc., that are relevant to the requirements of the position and where possible giving some examples. Clearly highlight why the organisation should consider you.
3. Why their organisation and why this position – target the employer by explaining why you would want to work for them and under the specific position. Do some background research on their organisation/team to help identify some areas that interest you about the organisation, taking note not to repeat what is on their website.
4. Conclusion - reiterate your desire to join their organisation/team. Highlight that you enclosed or attached the requested documents e.g., CV and qualifications.

Highlight you are looking forward to meeting them in an interview, hearing from them or giving a similar positive statement.

5. End with either ‘Yours faithfully’ (if addressed to Sir or Madam) or ‘Yours sincerely’ (if addressed to a named person) followed by your name.



Interviews

Employers use the interview process to get to meet you and assess whether you are going to fit for the position and into their organisation. During the interview process, you also get a chance to meet the employers and see if you really want to work for their organisation. You have the chance to demonstrate that you can:

- ✓ do the job (skills)
- ✓ you want the job (motivation)
- ✓ you will fit into the organisation (values)

It is therefore key to be well prepared for an interview. The following links can help you as you prepare for an interview.

<https://www.imperial.ac.uk/careers/applications-and-interviews/interviews>

<https://www.ncl.ac.uk/careers/interviews/preparing/#research>

As you prepare for an interview:

- ✓ Familiarise yourself with your application and CV making sure you can elaborate confidently all that is written.
- ✓ Identify the skills highlighted to be essential for the role and think of examples that show you possess these skills.
- ✓ Take time to research about the company by looking at their website and available news articles.
- ✓ Practice answering typical interview questions with friends or colleagues.
- ✓ Prepare a list of questions you want to ask the employer e.g., training opportunities, career progression or expansion of the role.
- ✓ Be up to date on where the interview is being held (venue/online access link) and at what time.
- ✓ Aim to arrive early (at least 30 minutes) to ensure that you avoid travel delays and to give yourself time to clear your head as you wait for the interview.

To screen applicants, sometimes telephone interviews are used at the beginning of the interview process. Prepare for telephone interviews in the same way you would prepare for a face-to-face interview. Speak clearly, make your enthusiasm come across and have all your relevant documents to hand.



Some useful links



Guide to CVs and cover letters by
**Imperial College
London**

Writing applications by



Oxford University Careers Service

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and www.unsplash.com