

WRITING YOUR "WORK EXPERIENCE" SECTION

- Present **relevant** areas of responsibility, tasks and results and through this show your key skills and competences – what can you do for them?
- Eg: development of business and functional requirements for products using xxx
- Eg: Enrichment and isolation of anaerobic bacteria to achieve.....
- Eg: Ensuring timely development, planning and execution of multiple projects with budgets of xxx
- Eg: Enabling development of new methodologies within xxx using zzz
- Remember that it is what is of relevance to the company - not what is relevant for you to mention.
- What you mention should be targeted the job tasks in the job ad.
- Use bullet form to avoid heavy chunks of text and ease the reading.

EXAMPLE OF PRESENTATION OF PHD/POSTDOC WORK EXPERIENCE

2015 – 2018: PhD student, Department of Molecular Biology and Genetics, Aarhus University and Yale University, USA (January 2017 – July 2017)

PhD thesis: Inhibition of elongation growth by genetic modification

Practical experience and theoretical background of diverse laboratory methods, especially in the fields of microbiology and molecular biology with specialization in:

- Insilico analysis of gene families
- Synthesis of small molecules for bio-conjugation (maleimides, NHS-esters, alkynes, and azides)
- Enrichment and isolation of anaerobic bacteria and description of their growth and physiological and phylogenetic characteristics.
- Screening for functional genes (mRNA) expressed in pure cultures
- Development of new reagent for amide bond formation, C-H activation of heterocycles, and phosphine mediated reactions of alkynoates.
- Organization of new laboratory setup and of move to new research facilities.
- Ensuring timely development, planning and execution of multiple projects with budgets of 3 mio kr.

EXAMPLE OF PRESENTATION OF PHD/POSTDOC WORK EXPERIENCE

2015-2018: PhD in Marketing, Business and Social Science, Aarhus University

Title:

Tasks and responsibilities:

Indebt knowledge of and experience with xxxxxx

Provide result-oriented product management in a direct distribution business model

Development of business and functional requirements for products

Analysis of market segments and big data

Development of business and marketing plans

Development of marketing and sales communication strategies

Organization and coordination of internal events

EXAMPLE OF PRESENTATION OF PHD/POSTDOC WORK EXPERIENCE

2015-2018: Postdoc at the dept. of French, Aarhus University

Tasks and responsibilities:

Strong analytical skills and the ability to synthesize large amounts of information

Indepth experience with project management and interdisciplinary project coordination of larger projects

Fundraising and knowledge of both national international funding bodies

Experienced communicator both orally and in writing from teaching, presentations and popular science contributions

Design and execution of both quantitative and qualitative surveys

Understanding of university structures and the ability to navigate in a political organisation



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