



## **Dr Lisa Coulthwaite FHEA, FIBMS, CSci**

- Employability Lead for the Faculty of Science & Engineering
- Education Lead for the Department of Life Sciences

### **Relevant Experience Highlights:**

- Faculty Lead for Graduate Outcomes Optimisation
- Department & faculty recruitment panels member
- University Liaison officer for the IBMS
- 10+ years as academic placement tutor
- 5+ years as department employability lead
- Enrichment activities lead inc. 'Live Labs'



**Contact Details:** Name, phone number, email address (hyperlinked), LinkedIn profile link (hyperlinked)

**Dr Lisa Coulthwaite FHEA, FIBMS, CSci**

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**Personal Profile:** Overview current situation, 2-3 most relevant skills/experience. Outlined role looking for- be as specific as possible. If no specific job in mind, [Prospects' job profiles](#) are a good starting point.

*I am an enthusiastic hardworking and committed final year BSc (Hons) Biomedical Science student with proven track record of high academic performance. I have strong technical laboratory and digital skills as well as excellent interpersonal skills. I aspire to pursue a career in healthcare science and actively seeking to expand my knowledge and skills through experience in a clinical diagnostic laboratory.*

**Education:** In reverse chronological order. Highlight relevant assessments, projects, achievements, awards. Emphasise relevant skills and tools. Highlight areas of specialism, related work or research.

**Work Experience (paid and unpaid):** In reverse chronological order. Focus on accomplishments and skills that directly relate to the job. Quantify achievements where possible to demonstrate impact in previous roles. E.g. , with emphasis on specific achievements, responsibilities, and skills gained in each role. Showcase transferable skills e.g. communication, problem solving, leadership, adaptability, resilience.

**Key Skills:** Demonstrate you have the specific abilities needed for the specific job. Prioritise skills most important to the job. Focus on technical/quantifiable skills and provide evidence or context of how these skills were used in previous roles/projects. E.g. “Analysed and interpreted customer feedback data to inform marketing strategy” instead of ‘Data analysis’

**Achievements (Professional Development):** Showcase activities, awards, accomplishments in work, education or extracurricular activities of relevance or show transferable skills. E.g. STEM Ambassador, student/professional society engagement, committee membership.

**Interests:** Not essential but can include interests relevant to the job e.g. additional languages spoken, extracurricular activities e.g. leadership and teamworking as local hockey team captain.

**References:** Do not need to be disclosed, unless applying to a PhD. Can include “References available on request”

**Tailoring:** Each application (CV) needs to be specifically personalised to each role/company they’re applying for. It takes more time, but it’s essential for success. Start with Researching the role.

- Personal introduction and explain why you're the best candidate for the job
- Submitted alongside your CV (complement not duplicate)
- Three-five short paragraphs
  - State purpose of letter and position applying for
  - Highlight relevant experience and evidence skills match to job. Explain benefits to the employer
  - Evidence knowledge of the job/company and suitability/what you can offer
  - Close letter with thanks and reiterate interest in the role/availability for interview.
- Not exceed one A4 page

- [Careers resources \(rsb.org.uk\)](https://rsb.org.uk)
- [How to write a CV | Prospects.ac.uk](https://prospect.ac.uk)
- [Cover letters | Prospects.ac.uk](https://prospect.ac.uk)
- [Job profiles | Prospects.ac.uk](https://prospect.ac.uk)
- [What can I do with a biology degree? | Prospects.ac.uk](https://prospect.ac.uk)