**Closely identifying the keywords in the job posting is crucial in creating a targeted application. Often the job posting will have some information about what their company offers (if not, their “About Us” page on the website will have this information), this can be used to help write part of your cover letter. The job responsibilities and requirements sections will give you information on what to include on your resume (and cover letter) and how to effectively present it.**

**Job Position: TECHNOLOGY COMMERCIALIZATION SPECIALIST INTERNSHIP**

**Company information:**
STEMCELL Technologies Inc. is a privately-owned biotechnology company based in Vancouver that helps power leading-edge life science research around the world. Scientists performing stem cell, immunology, cancer, regenerative medicine and cellular therapy research are among those who rely on our cell culture media, cell separation products, instruments, ancillary reagents and contract assay services. We create novel, useful, standardized products of unfailing quality and deliver them to more than 70 countries via our many regional offices plus distribution centres in Vancouver, Seattle, Grenoble and Singapore.

The Program Coordinator, supports the Senior Scientist (Team Lead) and the Darkolgy Team. This position will be responsible to coordinate activities, processes and projects which support overall team objectives.

**Responsibilities:**
- Coordinate projects related to team objectives, including tracking and following up on timelines and deliverables, progress reports, action items and data management.
- Collaborate closely with project managers to help communicate project scope, priorities, deliverables, tasks and resources.
- Prepare, review and edit a wide variety of technical and non-technical documentation, including meeting minutes, presentation materials, reports and project plans.
- Compile, organize and manage technical data to ensure that it is accurate and easily accessible to team members.
- Directly interact with team members to ensure projects are progressing and present updates to the team lead and at team meetings as necessary.
- Provide administration support to team operations, including activities related to budgets, chemical inventory, equipment procurement and recruitment.
- Manage email correspondence, meetings, teleconferences, and webinars related to team activities and resolve scheduling conflicts. Prepare and distribute meeting materials.
- Manage information for active grants and collaborations, including budgets, timelines, correspondence and general administration.
- Manage conferences and abstract deadlines for team as needed.
- Perform scientific literature and patent searches and conduct web-based technical research.
- Provides other duties as required.

(Requirements on next page)
Requirements:
- Minimum BSc degree in a life science such as chemistry, biochemistry or biology.
- Relevant administrative and project management experience supporting a team within a research environment or biotechnology company is preferred.
- Additional courses, certifications, or on the job experience in project management principles would be a distinct advantage.
- Exceptional organizational and time management skills accompanied by good judgment in order to prioritize, multitask and work independently in a fast-paced, positive work environment.
- Demonstrated ability to problem solve and initiate improvements in operational procedures to enhance efficiency; exceptional attention to detail.
- Proficient with Microsoft Office and/or Google Productivity tools.
- Experience in using advanced features of spreadsheets to organize, manage and analyze large amounts of data.
- Energetic and enthusiastic with a proven ability to contribute to a positive working environment.
- Excellent verbal and written communication skills.
To whom it concerns,

RE: Technology Commercialization Specialist Internship

I am applying to the Technology Commercialization Internship position at Innovate Calgary. I am in the Masters of Biotechnology program at the University of Calgary and I am confident that I am the candidate you are seeking.

Throughout my academic career, I have been interested in learning about recent scientific advancements in the life sciences and have taken the opportunity to be involved in several research projects. This is complemented by my interest in business as well as practical business experience. I possess effective writing skills as well as strong interpersonal and oral communication skills. My ability to multi-task and utilize my time effectively, has been key to my successful academic performance, while working on a part time basis and being involved in various student leadership roles.

Based on the characteristics that your company seeks, I believe that I would be a valuable asset to your company, I hope I get the opportunity to meet with you to further discuss my qualifications. Do not hesitate to contact me at 403-111-1111 or anbusiness@ucalgary.ca. Thank you so much for your time and consideration.

Sincerely,

Andy Business
November 27, 2018

STEMCELL Technologies Inc.
Ross Technology Centre
2233 University Dr. NW
Calgary, AB T2L 2K7

RE: Technology Commercialization Specialist Internship

As a student in a Master of Biotechnology program, I recently attended your Speaker Series, and I was excited to learn that you are leading technology transfer and business incubator service provider. Having started and managed my own company, I understand firsthand the challenges of bringing products to the market and would love to be part of the process of doing so. I am eager to contribute my research and entrepreneurial background, along with strong communication, interpersonal and organizational skills, to your company.

Throughout my academic career, I have been interested in learning about recent scientific advancements in the life sciences and have been involved in several research projects through volunteering, summer research positions and an honours thesis. My thesis research led to the publication of one article which was recognized by the University of Calgary Students’ Union for its originality and contribution to public health.

Also, I am interested in business and have completed an entrepreneurial course, as well as macro and micro economic courses. In addition, I founded and led a successful student business that employed up to three students and allowed me to complete my graduate degree without any student loans. Moreover, I possess effective writing skills and have written reports ranging from highly technical research papers to analytical business reports on the market, intellectual property, and science/technology aspects of a biotechnology company.

My strong interpersonal, oral communication and organization skills have been highlighted through interactions with the public and professionals. These have been key to my success in founding a student company and building and maintaining relationships with key clients. In addition, as a volunteer greeter in the emergency department of the Peter Lougheed Hospital, I made prospective patients feel comfortable and successfully resolved patient concerns by working with hospital staff in a collaborative manner. My ability to multi-task and utilize my time effectively, has been key to my successful academic performance, with a GPA of 3.75/4.00, while working on a part time basis, up to 15 hours a week, and being involved in various student leadership roles.

Based on the characteristics that your company seeks, I am confident that I would be a valuable asset and I look forward to meeting with you to discuss my qualifications. Do not hesitate to contact me at 403-111-1111 or anbusiness@ucalgary.ca. Thank you so much for your consideration.

Sincerely,

Andy Business
Andy Business  
Calgary, Alberta | (403) 510-7000 | A.Business@ucalgary.ca

Skills
- Marketing Skills, Communication Skills, Entrepreneur

Education
University of Calgary  
Master of Biomedical Technology
University of Calgary  
Bachelor of Science Honours

Work Experience
Barista, Starbucks  
Sep 2017 – now

Summer Intern, Canadian Cancer Society  
May – August 2017

Calibrator Pipette Calibration Service, University of Calgary  
Sep – Apr 2017

Project and Summer Studentship, University of Calgary  
May – Aug 2016

Sales Associate, Guess Clothing Ltd.  
Mar 2014 – Jul 2015

Volunteer Experience
Volunteer, Peter Lougheed Hospital  
2018

Guest Speaker, Genetics – Canadian Medical Discovery Days  
2017

Personal Leadership Certificate Program, University of Calgary  
2014 - 2016

New U Student Leadership Conference, University of Calgary  
2015

Rocket Science Student Association Committee, University of Calgary  
2013-2014

References available upon request
Andy Business
(403) 111-1111 | anbusiness@ucalgary.ca

PROFILE

Marketing: Assisted with the development of a marketing program in a summer internship and performed a market analysis of major biotech business for a course project

Communication: Extensive public speaking experience which includes seminar presentations to peers and presentations to high school students as part of a science outreach program

Entrepreneur: Started up and managed a successful student operated company; completed leadership certificate and took leadership role in student association and new student orientation

EDUCATION

Master of Biomedical Technology
University of Calgary, Alberta
Nov 2018

Bachelor of Science Honours, Chemistry
University of Calgary, Alberta
Jun 2015
  • GPA: 3.92/4.00 with distinction (over last 10 courses)

RELATED COURSES

Entrepreneurship Development: Studied the attributes and characteristics of a successful entrepreneur along with concepts of Entrepreneurship Development

Business Aspects: Learned about business principles specific to the Biotechnology Industry including market analysis and intellectual property.

RELEVANT EXPERIENCE

Summer Intern
Canadian Cancer Society, Calgary
May - Aug 2018
  • Worked closely with supervisor to develop marketing campaigns; mediated sponsorship for events and synchronized fundraising efforts resulting in raising over $50,000
  • Wrote articles for website and community newsletter to raise community awareness regarding cancer, and the burden of disease, including prevention and risk factors
  • Directly interacted with patients with late stage cancer in a supportive, empathetic manner through patient support programs

Biotechnology Business Analysis Project
Master of Biomedical Technology, University of Calgary
Jan - Apr 2016
  • Analyzed Biotechnology Company by writing a patent, financial and SWOT analysis

Calibrator Pipette Calibration Service
University of Calgary
Sep 2014 – Apr 2015
  • Started up and managed a successful student run-business with an overall budget of $50k that employed three students on a part-time basis
  • Oversaw and coordinated completion of client orders completed within tight timelines and according to high quality standards resulting in strong client satisfaction
Project and Summer Studentship
Department of Rocket Science, University of Calgary
May 2014 – Apr 2014

- Demonstrated proficiency with a range of laboratory techniques including: cell culturing; polysomnography and radarky mography techniques
- Presented research findings at a student conference with over 200 participants and coauthor of article published in journal

ADDITIONAL EXPERIENCE

Barista
Star Bucks, Calgary
Sep 2013 – Present

- Maintain positive and professional manner while assisting customers in a high volume environment; recognized by customers for superior customer service
- Received progressively important leadership responsibilities in due to reliability

Sales Associate
Guess Clothing Ltd., Calgary
Apr 2010 - Sep 2012

- Ensured customers were satisfied which contributed in meeting sales quotas in a fast paced, high energy environment

LEADERSHIP EXPERIENCE

Guest Speaker
Genetics, Canadian Medical Discovery Days
2015

- Presented concepts in genetics to high school students and teachers, evaluated hands-on lab assignment for accuracy: guided students through genetics assignment in biology lab

Personal Leadership Certificate Program, University of Calgary
Student Success Centre, University of Calgary
2013 - 2014

- Participated in interactive workshops including: Communication Skills, Presentation Skills, Self-Management, Defining Leadership, and Values and Vision

New U Student Leadership Conference, University of Calgary
2011

- Participated in numerous discussions/seminars on equity and diversity, leadership, and how to affect positive change to better serve the community

INTERESTS

Running: Four times a week, completed a half marathon and triathlon in Nova Scotia in 2009
Soccer: Team captain of biology team and indoor soccer team since 2008
Horses: Enjoy the challenge of training and showing equestrian horses