CV/Resume Workshop
September 1, 2009

Lori M. Conlan, PhD
Disclaimer

- Opinions vary
- Everyone who looks at your document is looking for something specific
- No document will look alike
- Career Advancement Toolkits
Presenting Yourself

- What is the purpose of a CV/resume?
- What is the difference?
- Which one should you use?
The CV is the backbone of every other document.
You will likely need a CV whether you are heading into academia or not.
There is not a set order or tiles of sections.
Sections of a CV

- Name and Contact info (no personal information)
- Education
- Clinical certifications, with dates
- Professional positions (includes dates and brief description)
- Honors and Awards
- Grant Funding
- Teaching/Mentoring*
- Service/Leadership
- Professional affiliations
- Invited presentations and seminars
- Poster presentations
- Publications (your name bolded)
- References*
When would you change this CV?

- Teaching jobs
- Very Specific needs: NIH format, use form PHS-398
What is **NOT** in a CV

- Skills
- Objective statement
- Large descriptions of your work
Example CV

Lori M. Conlan, PhD

New York State Department of Health
Residence
Wadsworth Center
XX
Albany, NY 12208
XX
Work Phone
Home phone
Work email
XXX@yahoo.com

Education
2002  PhD  Biochemistry and Biophysics
        Texas A&M University
        College Station, TX
1996  BS  Biochemistry
        Michigan State University
        East Lansing, MI

Research Experience
2002- Present  Postdoctoral Fellow, New York State Department of Health, Wadsworth Center
        Advisor: Marlene Belfort
1996-2002  Graduate Research Assistant, Texas A&M University, Biochemistry and Biophysics
        Advisor: Cynthia Dupureur
1994-1996  Undergraduate Research, Michigan State University, Biochemistry
        Advisor: William W. Wells

Grants
2004-present  NIBI- Ruth L. Kirshstein National Research Service Award Postdoctoral Fellowship
1996-1998  NIBI- Chemistry/Biology Interface Training Grant

Teaching Experience
Associate Faculty, State University of New York at Albany.

2004  Biochemistry 601- Presented lecture to second year graduate students. Participated in term paper
        and final presentation grading for 12 students.
2002-2004  Biochemistry 60X- Developed weekly review sessions of lectures for a graduate level course.
        Coordinated teaching assistant assignments for modular class.

Mentoring
Supervised
   • 9 Undergraduate researchers
   • 4 Graduate students
   • 4 Technicians

Honors
2003  The Ethel Ashworth-Tsutsui Memorial Award for Mentoring, Texas A&M University
1998  Young Investigator's Award, FASEB Conference, Nucleic Acids: Enzymes and Disease
1992  Michigan State University Distinguished Freshman

Service
2003-2004  President of Postdoctoral Association, Wadsworth Center, NY State Dept of Health
2002  Chair, Steering committee of Postdoctoral Association, Wadsworth Center, NY State Dept of
        Health
2000  Vice President of the Biochemistry Graduate Association, Texas A&M University

Professional Affiliations
2003-present  National Postdoctoral Association
1997-present  AAAS
1997  Protein Society

Poster Abstracts
Names in italics are mentees

   of Retrotransposed Group II Introns in rRNA genes,” FASEB Nucleic Acid Enzymes
   Enzyme Mechanisms” Gordon Research Conference, Nucleic Acid Enzymes
   PvuII Endonuclease” FASEB Nucleic Acid Enzymes
   of PvuII endonuclease with non-traditional NMR methods” FASEB Nucleic Acid Enzymes

Publications
Names in italics are mentees

   of Retrotransposed Group II Introns in rRNA genes,” Nucleic Acids Res. (16):5262-5270
   three-dimensional model of a group II intron-encoded reverse transcriptase,” RNA (11):14-28
   Biochemistry (50): 14848-14855.
8. Dupureur, C.M. and Hallman, L.M.* (1999) "Effects of Divalent Metal Ions on the Activity and

*Hallman name change to Conlan
Resumes

- Resumes vary based on the job ad
- Alter and add to your CV
- Not the place for your life history, what you add needs to be based on the JOB
- Can be reverse chronological or functional
Sections of a Resume

- Contact info
- *Objective or Summary of skills statement*
- Education
- Professional experience
  - Research
  - *Job related*
- Teaching/Mentoring
- Skills
- Funding
- Honors and Awards
- Service/leadership
- Professional Societies
- Publications
- Invited talks
- References

Technical
Supervision
Team
Professional
Computer
Summary/Objective Statement

- Typically only for resumes
- First (and easiest) place to adjust for job ad
- Seeking a responsible position in an industry lab doing cancer research.

- Cancer Biologist with 10 years of experience managing multiple projects in the following areas:
  - 6 years experience in mouse models of prostate cancer
  - 4 years experience in yeast as a model system for cancer genetics
  - Supervision of lab personnel
  - Management of lab budget
Education

- Postdoc?
- How far back?
- Don’t forget degrees and dates!
Research Experience

- Job title (Dates)
- I do X to understand Y.

- Advisor?
- Skills/experience?
  - management
  - responsibilities
  - technique
Skills and techniques

- Not a laundry list!
- Computer filters
  
  - *Biochemistry*: protein purification, Western blotting, *in vitro* cell-free extracts, spectroscopy, electrophoresis
  - *Cell biology*: cell culture (bacterial, insect, mammalian), flow cytometry, immunofluorescence
  - *Microscopy*: light microscopy, epifluorescence microscopy, confocal microscopy
  - *Molecular biology*: gene cloning (prokaryotic and eukaryotic), PCR, Southern blotting
What is **NOT** on a resume

- Likely poster presentations and talks
- Every single thing you have ever done
Addressing the job ad

- Skills wanted
- Your experience
Technical resume example

Lori M. Conlan, PhD

New York State Department of Health
Wadsworth Center
Albany, NY 12208
Work Phone: Home phone
Work email: XXX@yahoo.com

Summary of qualifications
Innovative and result oriented research scientist with expertise in protein biochemistry
- Strong experience in enzyme kinetics using innovative single turnover assays and new technologies
- Ability to successfully meet scientific challenges and execute diverse scientific projects both individually and within teams
- Diligent to deadlines of multiple tasks to ensure completion of project goals
- Effective in communication of scientific content to a variety of audiences
- Experience with laboratory budgets and personnel management

Education
1996  BS  Biochemistry, Michigan State University
2002  PhD  Biochemistry and Biophysics, Texas A&M University

Research Experience
2002-present  Research Affiliate
Wadsworth Center, New York State Department of Health (NYSDOH), Albany, NY
Explored group II intron mobility pathways and mechanisms to understand how DNA can insert into non-ideal locations.

1996-2004  Graduate Research Assistant
Department of Biochemistry, Texas A&M University
Examined how metal ions contribute to DNA binding and cleavage to understand fundamental restriction enzyme mechanisms.

1994-1996  Undergraduate Research
Department of Biochemistry, Michigan State University
Studied thioltransferase kinetics to understand how the cell responds to oxidative stress.

Skills
Technical skills:
- Biophysical methods: stopped flow fluorescence, various NMR methods, circular dichroism, isothermal titration calorimetry
- Molecular biology: DNA cloning, RNA isolation, isolation of genomic DNA, Pulsed field gel electrophoresis, Southern Blots, high-throughput mutation detection
- Protein biochemistry: protein expression and purification, selective labeling of proteins for NMR, proteolysis assays, kinetic assays, protein-DNA binding assays, radioactive and non-radioactive DNA binding and cleavage assays, Western blots

Team skills:
- Managed 4 technicians, 3 graduate students, 9 undergraduates and many lab rotations students
- Participated in hiring new lab personnel
- Promoted lab social interactions

Managerial Skills:
- Responsible for ordering reagents, equipment and new instrumentation for entire lab.
- Developed an ordering system
- Negotiated and solicited bids from vendors to ensure cost savings
- Participated in lab budget management
- Repaired and maintained lab equipment
- Maintained chemical and radiation supplies and safety assurances

Service
2003-2004  President, Postdoctoral Association-Wadsworth Center, NYSDOH
2002  Chair, Steering committee, Postdoctoral Association, Wadsworth Center, NYSDOH
2000  Vice President, Biochemistry Graduate Association, Texas A&M University

Grants
2004-present  NIH- Ruth L. Kirschstein National Research Service Award Postdoctoral Fellowship

Honors
2001  The Ethel Ashworth-Tsutsui Memorial Award for Mentoring, Texas A&M University

Publications

*Hallman name change to Conlan*
Non-Bench resume example

Lori M. Conlan, PhD

New York State Department of Health Residence
Wadsworth Center XX
Albany, NY 12208 XX
Work Phone Home phone
Work email XXX@yahoo.com

Education
2002 PhD Biochemistry and Biophysics Texas A&M University
1996 BS Biochemistry Michigan State University

Work Related Experience
Chair, Steering Committee of Postdoctoral Association, Wadsworth Center, NYSDOH
2003-2005
• Developed a new organization to represent postdocs at Wadsworth Center
• Planned career development seminars, scientific retreats, and social interactions
• Secured funding for PDA sponsored events
• Worked with administration to advocate for postdocs

Vice President of the Biochemistry Graduate Association, Texas A&M University
1999-2001
• Coordinated annual vendor shows, resulting in a $3000 profit for the organization
• Organized student sponsored seminar series. This included one seminar speaker per semester and the Annual Women in Science Seminar
• Developed non-traditional career forum, inviting and coordinating visits for 6 speakers
• Assisted in planning welcome week events for new graduate students
• Planned departmental social activities

Weight Watchers, multiple locations
1998-present
• Direct weekly meetings as an information source for members
• Provide program information for members
• Provide moral support and encouragement to members

Resident Assistant, Michigan State University
1994-1996
• Planned events to promote floor social interaction and education
• Helped coordinate hall-wide events
• Participated in the hiring process of new resident assistants
• Mediated conflict resolution

Teaching Experience
Associate Faculty, State University of New York at Albany.
• Biochemistry 601- Presented lecture to second year graduate students. Participated in term paper and final presentation grading for 12 students.
• Teaching Assistant for graduate level introductory biochemistry course (2002-2004). Developed weekly review sessions of lectures and problem solving. Coordinated teaching assistant assignments for modular class.

Research Experience
Postdoctoral Fellow (2002- present)
Wadsworth Center, New York State Department of Health, Albany, NY
Explored the group II intron mobility pathways and mechanisms to understand how DNA can insert into non-ideal locations.

Graduate Research Assistant (1997- 2002)
Department of Biochemistry, Texas A&M University
Examined how metal ions contribute to DNA binding and cleavage to understand fundamental restriction enzyme biology

Undergraduate Research (1994- 1996)
Department of Biochemistry, Michigan State University
Studied the kinetics of thioredoxin reductase to understand how the cell responds to oxidative stress.

Transferable skills from lab
• Managed 4 technicians, 3 graduate students, 9 undergraduates and many lab rotations
• Participated in hiring new lab personnel
• Promoted lab social interactions
• Responsible for ordering reagents, equipment and new instrumentation for entire lab
• Negotiated and solicited bids from vendors to ensure cost savings
• Organized reagents and equipment to ensure quality work environments
• Participated in lab budget management

Grants
2004-present NII Ruth L. Kirschstein National Research Service Award Postdoctoral Fellowship
1996-1998 NII Chemistry/Biology Interface Training Grant

Honors
2001 The Ethel Ashworth-Tsutsui Memorial Award for Mentoring, Texas A&M University
1998 Young Investigator's Award, FASEB Conference, Nucleic Acids: Enzymes and Disease
1992 Michigan State University Distinguished Freshman

Publications
I have published four first author and four second author papers in various peer-reviewed journals. Copies of these papers are available upon request.

References: Available on Request
Improve your document

- Reverse chronological order
- Be specific, avoid jargon
- Quantifiable measures
- Organize
- Action packed verbs
- European format?
- Speling and profreedin
Getting to the top of the pile

- Format easy to read
- Network
- Follow-up
- Honest
- Good publications
- Good skills

Font (11 pt Times Roman)
Bolding
Bullets
Margins (1 inch)
Plenty of white space
Other Tips

- Name on each page
- Last updated
- Page x of y
- File names
- PDF vs. Word doc
Where should I put?

- Manuscript reviews
- Languages
- Community volunteering
Resources

- http://career.ucsf.edu/lifesci/samples.job.html
- http://www.vpul.upenn.edu/careerservices/gradstud/resguide.html
- http://www.pharmacy.arizona.edu/faculty/vaillancourt/cv.doc
- www.sciencecareers.org
- www.naturejobs.com
- www.chronicle.com (specifically the CV doctor)
- Past OITE events, www.training.nih.gov
- Upcoming events
  - Career Advancement Toolkit
<table>
<thead>
<tr>
<th></th>
<th>CV</th>
<th>Resume</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What?</strong></td>
<td>full professional &amp; educational history</td>
<td>summary of your experience &amp; skills</td>
</tr>
<tr>
<td><strong>Length?</strong></td>
<td>No limit, don’t pad</td>
<td>Appx. 1-2 pgs</td>
</tr>
<tr>
<td><strong>Uses?</strong></td>
<td>academic &amp; govt research positions</td>
<td>every other type of job</td>
</tr>
<tr>
<td><strong>Publications?</strong></td>
<td>yes - all of them</td>
<td>none or a select group</td>
</tr>
<tr>
<td><strong>Modified to fit the job?</strong></td>
<td>not much</td>
<td>very much</td>
</tr>
<tr>
<td><strong>Content vs style</strong></td>
<td>Content over style</td>
<td>Content &amp; style both matter</td>
</tr>
</tbody>
</table>
CV/resume SLAM

- Want your resume or CV reviewed?
- Make sure you are registered for today’s talk
- You will get an invite for our Slam
  - Bethesda: Sept 17 and 18
  - Frederick: Oct 9
  - NIEHS: Nov 20
  - Baltimore: Jan 26
  - RML/others: Phone conference