CV/Resume Workshop 2010

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OITE

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Disclaimer

- Opinions vary
- Everyone who looks at your document is looking for something specific
- No document will look alike
- Academics videos

- 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 titles 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 (can include committee work, peer review, etc)
- Professional affiliations
- Invited presentations and seminars
- Poster presentations
- Publications (in press/in prep)
- References*

When would you change this CV?

- Teaching jobs

What is **<u>NOT</u>** in a CV

- Skills
- Objective statement
- Large descriptions of your work

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Example CV

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

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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
- Publications
- Invited talks
- References

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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

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Education

- Postdoc?
- How far back?
- Don't forget degrees and dates!

Research Experience

- <u>Job title</u> (Dates)
- I do X to understand Y.

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

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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

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Skills

- Technical
- Supervision/Management
- Team
- Collaboration
- Professional
- Computer
- Service
- Leadership
- Languages
- Communication

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Managerial Skills

- What we normally see:
  - Mentored undergrads
- What we should see:
  - Managed 4 technicians, 3 graduate students, 9 undergraduates and many lab rotations students
    - Project design, project accessibility, goal setting, supervision
  - 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

Team skills

- What we normally see:
  - Nothing
- What we should see:
  - Participated in lab meeting
  - Exchanged ideas and constructive criticisms in lab
  - Organized collaborations
  - Integrated a team of 2 biochemists and 2 neuroscientists to solve common problems
  - Managed 4 technicians, 3 graduate students, 9 undergraduates and many lab rotations students
  - Participated in hiring new lab personnel
  - Promoted lab social interactions

Collaboration

- What we normally see:
  - ☐ Collaborated with other labs
- What we should see
  - ☐ Managed collaboration both internal and external to lab
  - ☐ Ensured data transfer, project completion, idea exchange, etc
  - ☐ Developed communication schedule

Leadership

- What we normally see:
  - President of graduate club
  - Nothing
- What we should see:
  - 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.

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Communication Skills

- **What we normally see:**
  - Excellent verbal and written communication skills
- **What you should say:**
  - Presented X posters and Y talks at (Inter)National meetings
  - Presented talks to various audience type (examples)
  - Wrote SOPs, journal articles, reviews, lay-audience articles, etc.
  - Edited lab grant and manuscripts before publication
  - Facilitated a group discussion as seen by….
  - Negotiated a …..
  - Speak X, a valuable asset in this job

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Volunteering

- **What we normally see:**
  - ☐ Detailed in the OITE
- **What we should see**
  - ☐ Researched topic
  - ☐ Interviewed experts
  - ☐ Combined and analyzed data
  - ☐ Wrote marketing material including session description, handouts and slides for presenter
  - ☐ Attended and participated in office meetings
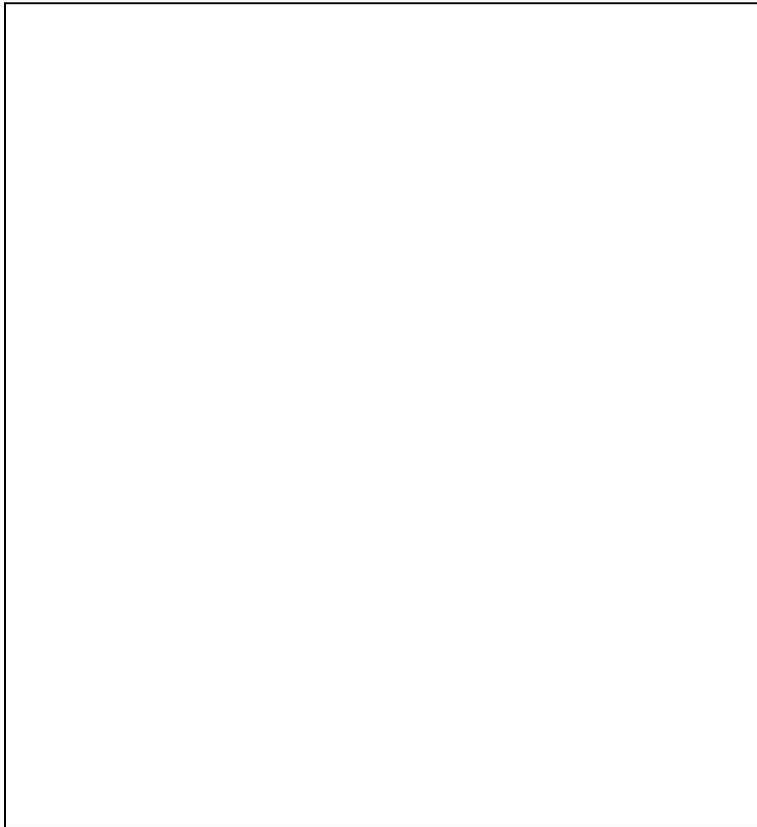 - ☐ Conducted business correspondance

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What is **<u>NOT</u>** on a resume

- Likely poster presentations and talks
- Every single thing you have ever done

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Federal resumes

- New laws
- Length less of an issue, Generally longer than a traditional resume
- Keywords are more important
- Quantify!!
- Assume your resume is your first interview
- Social Security number
- Salary
- Supervisor's name, phone number and permission (or refusal of permission) to contact
- Employer's physical address
- Veteran's preference
- Name of high school attended and whether a diploma was received

- http://www.resume-place.com/rpcms/wp-content/uploads/2010/02/hot_tips.pdf

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Addressing the job ad

■ Skills wanted

■ Your experience

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Technical resume example

Non-Bench resume example

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 $\longrightarrow$
- Network
- Follow-up
- Honest
- Good publications
- Good skills

Font (11 pt Times Roman)

Bolding

Bullets

Margins (1 inch)

Plenty of white space

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Other Tips

- Name on each page
- Last updated
- Page x of y
- File names
- PDF vs. Word doc

	CV	Resume
What?	full professional & educational history	summary of your experience & skills
Length?	No limit, don't pad	Appx. 1-2 pgs
Uses?	academic & govt research positions	every other type of job
Publications?	yes - all of them	none or a select group
Modified to fit the job?	not much	very much
Content vs style	Content over style	Content & style both matter

Resources

- www.sciencecareers.org
- www.naturejobs.com
- www.chronicle.com (specifically the CV doctor)
- How to write a CV –
  - https://www.training.nih.gov/assets/Writing_a_CV.pdf
- Sample CVs –
  - https://www.training.nih.gov/assets/Sample_CV1.pdf,
  - https://www.training.nih.gov/assets/Sample_CV2.pdf
- How to write a resume -
  - https://www.training.nih.gov/assets/Resume_Writing_Handout.pdf
- Sample resumes -
  - https://www.training.nih.gov/assets/Sample_Resume1.pdf
  - https://www.training.nih.gov/assets/Sample_Resume2.pdf
- Converting a CV to a resume -
  - https://www.training.nih.gov/assets/How_to_Convert_a_CV_to_a_Resume.pdf

- Blog posts:
- Sample edited CVs - http://wp.me/pMn6t-m8, http://wp.me/pMn6t-kl, http://wp.me/pMn6t-fO Resume FAQs - http://wp.me/pMn6t-d Tailoring CVs and Resumes to the job ad - http://wp.me/pMn6t-3j

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Next steps

- CV/resume Slam Oct 14 and 15

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How can my research translate to non-bench stuff?

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing
- Developing evaluation strategies

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http://www.quintcareers.com/transferable_skills_set.html

Presenting Yourself

- What is the purpose of a CV/resume?
- What is the difference?
- Which one should you use?

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