

CV/résumé v2.0

Tips for upgrading



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Today we will

- Define CV
- Compare CV / Résumé / hybrid
- Review parts of the CV with examples
- Formatting and general tips
- Cover letter content
- Revise parts of real CVs/resumes
- How to fix common flaws
- Look at samples of real CVs/resumes



A CV or Curriculum Vitae is...

- Your Job history
- Your Academic background
- Your Achievements
- Your Skills

One of the first steps in the application process

- Networking
- **CV**
- Cover letter
- Interview
- Letters of reference
- Transcripts
- Teaching evaluations
- Research proposals
- Etc...



CV vs. résumé

○ CV

- Is comprehensive
- Details academic and professional accomplishments
- Is used for
 - Employment (in research/academia)
 - Funding, awards, fellowships or grants
 - As basis for annual review
 - Introductions at presentations
- Rigid format, no length

○ Résumé

- Is a snapshot
- Focuses on selected qualifications for a specific job
- Emphasizes experience
- Usually 1 – 2 pages
- Has an objective, purpose
- Best for non-research positions
- No list of publications

The purpose of both is to send a message and get you an interview!

CV, résumé or hybrid?

	CV	Hybrid (CV & résumé)	Résumé (functional, chronological, hybrid)
Audience	Academics in your field, faculty jobs, postdocs or fellowships.	Employers in your field that value academic experience.	A general audience of employers who hire for a wide variety of positions/fields.
Goal	Demonstrate academic and scholarly achievement and potential, including research teaching and honors.	Shows how your academic or research background and other experience prepares you for this particular position. More skills-focused.	Represents the skills and experience necessary to succeed in position from all areas: job-related, volunteer, extracurricular.
Length	As long as needed	Usually 2-3 pages	1-2 pages
Essential Info	Publications, presentations, education, teaching and research experience, honors and grants.	Depends on the position but can include research, publications, disciplinary expertise.	Skills and experience you have gained as related to the job you are seeking.
References	Include	If requested	Not included

Parts of the CV

- **Basic sections**

- Identification
- Education / Dissertation
- Awards, fellowships, honors
- Research Experience
- Publications
- Presentations/Talks

- **Additional possible sections**

- Qualifications/executive summary
- Teaching experience
- Academic service
- Skills and Techniques
- Professional training
- Grants / research support
- Memberships/Affiliations
- Patents
- Languages
- Other



Parts of the CV: Identification

NAME

- Contact information.
- Include phone, address, email, and website, if you have one (should be professional).
- Social medial URLs – NO. Professional, relevant URLs, websites, Ok.

Jane Doe , Ph.D.

300 Hill Road Philadelphia, PA 19104
315-321-5656 jdoe@med.upenn.edu

Parts of the CV: Education

EDUCATION

- Degree, Field, **Date**, Institution, City and State.
- Thesis title:
- Advisor: Or, “Committee” and include committee members’ names.
- Reverse chronological order. Omit high school.
- If you list postdoctoral appointment under “Education,” also list it under “Experience” and talk about it in more detail.

EDUCATION

Ph.D. in Molecular and Cell Biology, 2001

University of California at Berkeley, CA

Thesis: Rhombomere 4 is Responsible for Early Induction of the Avian Inner Ear

Mentor: G. Edward Fish, Ph.D.

B.S. Biology, 1996

University of California at San Diego, CA

Graduated *cum laude*

Minor in English

Parts of the CV: Research

RESEARCH EXPERIENCE / CURRENT OR PREVIOUS RESEARCH

- Depending on your status and what you're seeking
- Use reverse chronological order
- Position, Department, Laboratory, PI, Institution, Date
- Brief description of research

CURRENT RESEARCH EXPERIENCE

Postdoctoral Fellow, Laboratory of John Doe, Ph.D. July 2013-present
Department of Cell and Developmental Biology
University of Pennsylvania School of Medicine, Philadelphia, PA
Molecular mechanism of genomic imprinting in mice

Parts of the CV: Research

PREVIOUS RESEARCH EXPERIENCE

Research Associate

2011-2013

Dr. Name, Department of Medicine, Division of Hematology/Oncology, University of Pennsylvania, Philadelphia, PA
Yeast model for cellular iron metabolism. Conducted experiments contributing to the understanding of mitochondria in iron related diseases.

Gene cloning and genetics

Cloned *SSC2 (SSQ1)*, a mitochondrial heat shock protein, using classical *S. cerevisiae* molecular genetic techniques.

Biochemistry

Demonstrated a *ssc2* mutant accumulated iron in mitochondria. Showed involvement of *Ssc2p* in *Yfh1p* (frataxin) maturation to functional form.

Parts of the CV: Research

RESEARCH EXPERIENCE

Postdoctoral Fellow

June 2013 – present

Center for Sleep and Respiratory Neurobiology, University of Pennsylvania,
Philadelphia, Pennsylvania

Mentors: Drs. A, B, and C

- Perform hypothesis- and discovery-based experiments to examine the molecular processes underlying normal sleep, prolonged wakefulness, and their relationships to synaptic plasticity.
- Develop a fear conditioning model of post-traumatic stress disorder in rats.
- Streamline laboratory immunoblotting procedures to increase productivity and reduce antibody expenditures by 50 to 75%.
- Supervise and train 1 graduate rotation student, 1 undergraduate honor student, and 1 undergraduate student worker.
- Published 1 first author paper and co-authored 2 published papers.

Parts of the CV: Honors

HONORS AND AWARDS

- Awards, fellowships, academic distinctions, etc.
- Name of department/institution bestowing honor
- Date
- Include this section if you have several honors. Otherwise list with corresponding educational experience.
- Awards from another country are made meaningful when a brief explanation is given, e.g. “Awarded to the top 1% of students graduating nationally.”

Honors and Awards

- The American Physiological Society 2013 K-12 Minority Outreach Fellowship, May 2013
- 1st place oral presentation, XYZ Scientific Symposium, UYX University , July 2012
- FASEB-MARC Travel Award to attend Experimental Biology meeting, April 2011

Parts of the CV: Publications

PUBLICATIONS

- **ABSTRACTS** -If meeting proceedings are published.
- **PEER REVIEWED PUBLICATIONS** -Publications listed in standard citation format with candidate's name underlined.
- **BOOK CHAPTERS AND REVIEWS** -Review articles and chapters listed in standard citation format.] –**OR**
- **WORK SUBMITTED**

Publications

- Isidro RA, Lopez A, Cruz ML, **Gonzalez Torres MI**, Chompre G, Isidro AA, Appleyard CB. *The Probiotic VSL#3 Modulates Colonic Macrophages, Inflammation, and Microflora in Acute Trinitrobenzene Sulfonic Acid Colitis*. J Histochem Cytochem. 2017 Aug;65(8):445-461 (PMID: 28692320)
- Encarnación J, Ortiz C, **Vergne R**, Vargas W, Coppola D, Matta JL. *High DRC Levels Are Associated with Let-7b Overexpression in Women with Breast Cancer*. Int J Mol Sci. 2016 Jun 2;17 (PMID: 27271599)

Follow NIH standards. Reverse chronological order. Include PMID #

Parts of the CV: Meetings

-OR CONFERENCES ATTENDED

- Meeting name/organization, location, dates
- List meetings attended, particularly if you have no presentations
- Reverse chronological order

Conferences Attended

- 17th Annual Puerto Rico Neuroscience Conference
University of Puerto Rico, Rio Piedras, December 6, 2017
- Annual Biomedical Research Conference for Minority Students, Phoenix, AZ
November 1-4, 2017
- Ponce Health Sciences University 13th Annual Scientific Conference
Ponce, PR, June 6, 2016

Parts of the CV: Presentations

PRESENTATIONS, INVITED LECTURES/SEMINARS

- Title of Talk (or poster), Authors, Location, Date
- Applicable to some, others not. Choose categories to reflect your own strengths.

PRESENTATIONS

Ruiz L, Beauchamp P, Bracero N, Salvo V, Bayona M, Fazleabas A, Flores I. Lysyl oxidase is differentially expressed in women with endometriosis-associated infertility compared to fertile women.

64th Annual meeting for the American Society for Reproductive Medicine
San Francisco, CA. November 8-12, 2008 (Poster)

Ruiz L, Flores I, Mavrogianis P, Salvo V, Hasting J, Fazleabas A. Identification of Biomarkers for Endometriosis-Associated Infertility.

Ponce School of Medicine- Fourth Annual Scientific Conference. June 7, 2008
(Oral, 2nd place award, basic sciences category)

Parts of the CV: Teaching

TEACHING EXPERIENCE

- Position, Institution, Course Title, Date
- If applying for a job in which teaching is very important, also give detail about your role and responsibilities in a course. If you have none, you could include supervision of students in your lab in this category.
- You can also place this information in previous sections.
- List of Mentees.
- Use reverse chronological order.

TEACHING EXPERIENCE

Lecturer, Dept. of Biochemistry, University of Michigan Spring 2014
Yeast genetics section in Microbial Genetics (2 credits, undergraduate seniors)

Teaching Assistant, Dept. of Biochemistry, University of Arizona Fall 2012
Metabolic Regulation (2 credits, graduate students)

Mentor, XYZ High 2011–present
High school and undergraduate research projects

Parts of the CV: Affiliations

PROFESSIONAL AFFILIATIONS or MEMBERSHIPS

- List the major professional organizations to which you belong or are affiliated with. If you have served actively in any capacity, you can indicate level of involvement.

Professional Affiliations

Puerto Rico Physiological Society (since 2009), President (2013-2014)

American Association for Cancer Research (since 2006)

American Neurogastroenterology and Motility Society (since 2000)

American Association for the Advancement of Science (since 1999)

Gastroenterology Research Group (since 1998)

American Physiological Society (since 1997)

American Gastroenterological Association (since 1997)

Parts of the CV: Skills/Techniques

SKILLS

- List of important research techniques, subdividing them with sub-headings if the list is long.
- This is more commonly done for postdocs looking for industry positions than it is for faculty positions.
- Also common in hybrids and resumes

TECHNIQUES

Molecular and cellular •Southern •northern •PCR •DNA libraries (cDNA and genomic) •site-directed mutagenesis •DNA sequencing •epitope tagging •protein expression •microscopy (light, fluorescence, and immunofluorescence) •database mining

Protein and Biochemical •cell fractionation •enzyme assays •western blots •ELISA •protein chromatography (ion-exchange, gel-filtration, hydrophobicity, hydroxyapatite, and affinity) •preparative isoelectric focusing •SDS-PAGE •2-D gel electrophoresis •protein phosphorylation assays •atomic absorption spectroscopy

SKILLS

Planning & administration: describe range of responsibilities and outcomes!

Communication: describe evidence to support

Parts of the CV: Statement of interest/intent or objective

RESEARCH or TEACHING INTERESTS / PHILOSOPHY

- Depends on the purpose/field.
- A summary of the evolution of your research (or teaching), highlight your research accomplishments, your next steps in research (or teaching) and how your research/teaching could benefit the institution.
- May be useful if changing industries.

Parts of the CV: Qualifications Summary

PROFILE OR HIGHLIGHTS (KEYWORDS)

- Depends on the purpose/field
- Summarizes why you are qualified
- Think of it as an abstract of your CV

Profile

- Protein biochemist with 5 years postdoctoral experience and 3 years industrial experience
 - Successful bench scientists with strong publication record
 - Extensive experience working in chemistry and structural biology
 - Project management experience in industrial and academic setting
 - Excellent communication and writing skills developed by managing my own successful startup company

Parts of the CV: Other work experience

RELATED WORK EXPERIENCE, WORK HISTORY or POSITIONS HELD

- You can also list and describe non-academic work experience **IF** relevant to your application.

PROFESSIONAL EXPERIENCE

Microbiologist, 2017 – 2018

GlaxoSmithKline, Cidra, PR

- Collect, monitor and analyze water samples
- Inspect manufacturing processes for signs of contamination
- Conduct QC/QA validation
- Plan, implement and assess new products in clinical trials

Parts of the CV: Related Training

PROFESSIONAL TRAINING –OR SPECIAL COURSES

- List any professional training received in your department or through professional organizations, ie. special courses, professional seminars, technical or computer training in addition to your regular coursework and as it relates to the application.
- Include name of course, brief description (depending on purpose), location, and date

TRAINING

- SPSS Hands-On Workshop: Introduction to database Management and basic descriptive statistics. Puerto Rico Clinical and Translational Research Consortium, Ponce, PR (October 19, 2012)
- NIH BioTrac course, Flow Cytometry: Principles and Methods, Bethesda, MD (February 11-15, 2014)

Parts of the CV: Service

ACADEMIC/UNIVERSITY SERVICE

- List any appointments or positions in addition to your regular responsibilities.
- If many, can sub-divide (community, outreach, etc.)

SERVICE

- **University Service**

Member, Biomedical Sciences Admissions Committee, Ponce School of Medicine and Health Sciences (2013-2014)

Member, Academic Senate, Ponce School of Medicine and Health Sciences (2011-2012)

- **Outreach**

Event coordinator and presenter, APS Physiology Understanding week (PhUn week), Carmen Belen Vega High School, Juana Diaz, November 6, 2013

Co-organizer and host of the Southern Science Symposium: Cell Biology and Careers (an ASCB one-day local meeting), November 17, 2012

Team member, PhUn week, APS K-12 outreach, XYZ School, Ponce, PR, November 7, 2012

Parts of the CV: Additional Info

ADDITIONAL INFORMATION or MISCELLANEOUS

- This optional section can include miscellaneous information that might be of interest and relevant to purpose:
 - community activities, knowledge of foreign languages, mentoring or other related interests.
- It is more common to use this section in industry than in academia.
- If your undergraduate or graduate degree is from outside the United States, include any favorable visa status (U.S. work permission status).
- List of Mentees if not mentioned previously

Additional Information

- US Citizen and British passport holder
- Fluent in French
- Volunteer Red Cross, Ponce chapter

Parts of the CV: References

REFERENCES

- Not required on the CV/Resume (using valuable space)
- Have prepared on a separate sheet in case you are asked.
- Include names, titles, affiliations, address, email, telephone number.
- Let the person know!

REFERENCES

Jane Doe, Ph.D.

Assistant Professor of Pharmacology

Dept of Pharmacology and Physiology, University of Pennsylvania

123 Main Street, City, State

E-mail: jdoe@upenn.med.edu

Tel: 123-456-7890

Formatting tips

- “Curriculum Vitae” title heading is common but optional.
- Keep dates on the right side.
- Use bold, italics, all caps and spacing to emphasize but be consistent.
- Mix it up. Use paragraphs and bullets.
- Use 1” – 1 ½” margins.
- Include your name, date and page number in a header or footer.

How ever can my
brilliance be captured
in a one-page resume?



General Tips

- Substantiate skills with outcomes. Show vs Tell
- Use **active** statements and measured descriptions to show range of responsibilities.
- Watch for parallel grammar and use little punctuation.
- Feel free to cite electronic references to your work, if relevant.
- Meet with your advisor to review your CV, since styles and norms vary among disciplines.
- Proofread, proofread, proofread.

There is no excuse for a typographical or grammatical error on your CV.



General Tips

- Avoid using a generic, all-purpose CV. Have a specific, focused version for each audience.
 - Add a summary, objective, profile
 - Relocate sections, reorder points
- Research the institution and the announcement to highlight your qualifications that best match their requirements.
 - What problems can YOU solve for them?
- Omit personal information.
- Update your CV continually. Keep a master CV that can be changed easily.
- Leave your *desires* for the cover letter.



Resume not Autobiography

Avoid

- Using first person (I did... I am...)
- Font sizes under 10 point. Be consistent.
- Fancy or out-dated fonts
- Graphics, shading and underlining
- More than 10-15 years of experience *
- Short-term employment *
- Salary info
- GPA *
- Photo
- Annoying buzzwords, clichés
- Generic/vague statements or opinions
- Lying, plagiarism
- Too much info or not enough



Are cover letters important?

- o **Yes!** Cover letters are tie breakers and writing samples.

1. Cite the posting, your training and your interest; why you can solve the problem.
2. Mention the outcomes of your academic and training and professional skills.
3. Talk about your desire, passion. Why you want this.
4. Why you are a good fit and how you will learn and grow in the position. Lastly, how they can reach you.

- o No more than 4 paragraphs (1 pg)



Dear Sir/Madam...
Dear Potential Customer...
Dear fellow citizen...
Dear friend...
Mon ami...
Hey you gorgeous thing, you...
Dude...

Example- What would you improve?

Pharmacology Department

Laboratory Technician for NASA project associated Skin Cancer

- Recruit subjects for the project using newspaper articles, radio show, and local dermatologists.
- Train Students in the laboratory and supervise them.
- Conduct epidemiological analysis.
- Preparing poster, presentation, and progress report to the principal investigator.
- Performance of Clinical experiments in skin Cancer

Example- Revised

Laboratory Technician

January 2016- present

Dr. Jaime Matta, Cancer Research Lab
Pharmacology Department
Ponce Health Sciences University

- Perform clinical experiments in skin cancer for NASA project.
- Recruit XX subjects (frequency?) through media campaigns and local medical offices.
- Train and supervise XX students in the laboratory.
- Conduct epidemiological analysis using XYZ program.
- Assist the principal investigator in preparing posters, presentations and progress reports.

Example- What would you improve?

Undergraduate Research Assistant

Ponce Health Sciences University, Ponce, PR. Physiology Department.

- Lab Technician and PR-LSAMP fellow in Dr. X Y's Lab.
- Started as a volunteer assistant and became a Lab Technician.
- PR-LSAMP fellow since 6/2006
- Handle rats.
- Training of rats in the Morris Water Maze.
- Anesthetize rats.
- Isolation of hippocampal tissue and RNA extraction.
- Perform real time RT-PCR and perfusions among others.

Example- Revised

Undergraduate Research Assistant

Dr. X Y's laboratory, Physiology Department
Ponce Health Sciences University, Ponce, PR

- Promoted from volunteer to lab technician in X months.
- Perform real time PCR and perfusions.
- Isolate hippocampal tissue and conduct RNA extraction.
- Handle, anesthetize and train rats in the Morris Water Maze.

Example- What would you improve?

Education:

- Pontifical Catholic University of Puerto Rico, B.S. 2002- 2006, Chemistry
- Ponce Health Sciences University, PhD, 2007-Present, Biomedical Sciences

Education

- Ph.D. candidate, Biomedical Sciences (2012)
Ponce Health Sciences University, Ponce, P.R.

OR

- Ph.D. Biomedical Sciences (expected May 2014)
Ponce Health Sciences University, Ponce, P.R.
- B.S. Chemistry (2006)
Pontifical Catholic University of Puerto Rico, Ponce, P.R.

Fix the flaws!

- **Career change?** Play up your skills, not positions.
- **Irrelevant degree?** Again, sell your skills.
- **Job gap?** List amount of time worked (instead of dates) or use a functional resume (focuses on skills).
- **Job hopping?** Exclude jobs in which you worked for a few months.
- **Resume too long?** Eliminate short term jobs and irrelevant ones.
- **No experience?** Add activities that you give you special skills (elaborate on internships, volunteer work, consulting courses).



I appreciate your achievements are probably considerable, but writing "Google me" is not an alternative to a CV.

For a quick update

- Start at the end. What's new that you can add?
- What has happened in the last year?
- Update look and style
- Review where you've been. Is it still relevant to where you are going?
- **Proofread!**



"It says on your résumé that you were created in God's image. Very impressive."

If all else fails, get creative!



Resources

- Columbia University, Center for Career Education
www.careereducation.columbia.edu
 - Career Tools
 - Multimedia library has tele-seminars and PowerPoints
- The Chronicle of Higher Education -“Careers”
www.chronicle.com/jobs. See CV Doctor under “Tools and Resources”
 - View real CV’s that have been given a makeover
- NIH Research and Training Opportunities – “Careers”
<http://www.training.nih.gov>
 - Virtual Career Center
 - Virtual Job Fair
 - Career workshops/seminars
- University of California, San Francisco, CA. Office of Career and Professional Development <http://career.ucsf.edu/>

References

- Writing a Curriculum Vitae. University of Virginia, University Career Services www.career.virginia.edu
- What to Include in a Curriculum Vitae By Alison Doyle, About.com
- CV/Resume Strategies and Tips by Julie Vick, University of Pennsylvania, Career Services www.vpul.upenn.edu/careerservices