

CV/Resume Strategies and Tips

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www.vpul.upenn.edu/careerservices

Biomedical Postdoctoral Programs

Career Workshop Series

Basic Job Search Skills

CV and Resume

CV (Curriculum vitae) Also called a “Vita”

- Purpose of a CV is get you an interview
- Details all your academic credentials and professional accomplishments
 - Used for seeking
 - Academic jobs
 - Research jobs in government laboratories
 - Funding (grants or fellowships)
- Highlights your technical skills and summarizes academic accomplishments and professional history
 - Used for seeking
 - Positions in industrial research

Resume

- Purpose of a resume is get you an interview
- Summarizes your experiences and skills as they relate to a specific non-bench career or jobs
- Descriptions of skills, experience and education should be targeted
 - Used for seeking
 - Non-research positions in such areas as business, law, writing/editing, policy and regulation

Sections of the CV

Basic sections

- Name and Contact Information
- Education
- Honors
- Research Experience *OR*
Two sections: Current Research *AND*
Previous Research Experience
- Publications
- Invited Talks

Additional possible sections

- Skills and Techniques
- Grants
- Teaching Experience
- Research Interests
- Memberships
- Academic Service

CV Template (on Career Services web site)

(part 1)

NAME

Contact information.

[Include institutional mailing address, phone number, email, and URL, if you have one. Can also include home address and phone number. Can include visa status. Do not include Social Security number or personal information.]

CURRENT RESEARCH EXPERIENCE

Postdoctoral Fellow, Department of X, Laboratory of Dr. Z., starting date - present

Institution, City, State

[Text discussing overview of research, stressing purpose of research and conclusions. Make this interesting]

EDUCATION [Could be first section.]

Institution, City and State, Degree, Field, Date

Dissertation:

Advisor: [Or, "Committee" and include committee members' names.]

[Start with your most recent education and work backward. Omit secondary school.]

[If you list postdoctoral appointment under "Education," also list it under "Experience." and talk about it in more detail]

HONORS AND AWARDS

Award, 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."]

PREVIOUS RESEARCH EXPERIENCE

[Use reverse chronological order for each entry.]

Institution, Laboratory Supervisor, Position, Date

[Brief description of research.]

TEACHING EXPERIENCE

Title, **Institution**, Course Title, Date

[If you are applying for a job for which teaching is very important, also give some 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.]

CV Template (part 2)

[Your name and a page number on each page after the first.]

SEMINAR TALKS

Invited Speaker, Title of Talks, **Institution**, Location, Date

[This is an example of a category that might exist for one person and not for another. Choose categories to reflect your own strengths.]

PUBLICATIONS

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.]

ABSTRACTS

[Abstracts listed in standard citation format with author's name underlined. You could indicate "talk" or "poster".]

GRANTS

[If you have received funding, list the agency and the project.]

SKILLS

[You may include lists 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.]

PROFESSIONAL AFFILIATIONS

Association, Date

[If you have been active in scholarly or professional organizations, you might include your leadership roles in a section called "Professional Activity." You could also include any conference sections that you organized.]

ADDITIONAL INFORMATION

[This optional section can include miscellaneous information that might be of interest, such as community activities, knowledge of foreign languages, or 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, which may make employers wonder about U.S. work permission, include any favorable visa status.

If you were out of the job market for a period you might include that here]

REFERENCES [These can also be listed on a separate sheet.]

Sections of the CV: NAME and Contact Information

NAME

Contact information.

[Include phone, mailing address, email, and URL, if you have one. Can include visa status. Do not include Social Security number and personal information.]

Jane Smith

Department of Cell and Developmental Biology 300 Hill Road
University of Pennsylvania School of Medicine Lansdowne, PA
12345
360 Clinical Research Building 215-321-5656, home
415 Curie Boulevard
Philadelphia, PA 19104-6158 215-898-2222, lab
e-mail: jsmith@mail.med.upenn.edu 215-573-6434, fax

Work Eligibility US Citizen and British passport holder

Sections of the CV:

CURRENT RESEARCH EXPERIENCE

CURRENT RESEARCH EXPERIENCE

Postdoctoral Fellow, Department of X, Laboratory of Dr. Z., starting
date - present

Institution, City, State

[used for seeking an academic position]

CURRENT RESEARCH EXPERIENCE

Postdoctoral Fellow, Laboratory of Dr. Name July 2003-present

Department of Cell and Developmental Biology, University of Pennsylvania
School of Medicine, Philadelphia, PA,

Molecular mechanism of genomic imprinting in mice

Sections of the CV: CURRENT RESEARCH

[used for seeking an industry position]

Research Experience

Postdoctoral Fellow (6/03 – present)

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

Mentors: Drs. A, B, C and D

- Currently performing hypothesis- and discovery-based experiments to examine the molecular processes underlying normal sleep, prolonged wakefulness, and their relationships to synaptic plasticity.
- Developed a fear conditioning model of post-traumatic stress disorder in rats.
- Streamlined laboratory immunoblotting procedures to increase productivity and reduce antibody expenditures by 50 to 75%.
- Supervised and trained 1 graduate rotation student, 1 undergraduate honor student, and 1 undergraduate student worker.
- Published 1 first author paper and co-authored 1 published paper; preparing 1 first author paper.

Sections of the CV:

PREVIOUS RESEARCH EXPERIENCE

PREVIOUS RESEARCH EXPERIENCE

[Use reverse chronological order.]

Institution, Laboratory Supervisor, Position, Date

[Brief description of research.]

Previous Research Experience

University of Pennsylvania, Philadelphia, PA

10/01-10/03

Postdoctoral Fellow – Dr. Name, Department of Medicine, Division of Hematology/Oncology

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: EDUCATION

EDUCATION [Could be first section.]

Institution, City and State, Degree, Field, Date

Dissertation:

Advisor: [Or, “Committee” and include committee members’ names.]

[Start with your most recent education and work backward. Omit secondary school.]

[If you list postdoctoral appointment under “Education,” also list it under “Experience.” and talk about it in more detail]

EDUCATION:

Ph.D. in Biology, 2002

Temple University, Philadelphia, PA

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

Sponsor: G.Edward Fish, Ph.D.

Education

Ph.D. in Molecular and Cell Biology, 2001

University of California at Berkeley, CA

B.A. in Molecular Biology, 1996

University of California at San Diego, CA

Graduated *cum laude*

Minor in General Literature

Parts of the CV: HONORS AND AWARDS

HONORS AND AWARDS

Award, 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

NIH NRSA Postdoctoral Fellowship, September 2003-present

Cold Spring Harbor Travel Award, Cold Spring Harbor Laboratories, 2002

Thorne Fellowship, University of X, 1998

Parts of the CV:

TEACHING EXPERIENCE

TEACHING EXPERIENCE

Title, **Institution**, Course Title, Date

[If you are applying for a job for which teaching is very important, also give some 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.]

[Use reverse chronological order.]

Teaching Experience

University of Michigan

Yeast genetics section in Microbial Genetics - (2 credits, seniors)
Spring 2004

University of Arizona

Teaching Assistant - Metabolic Regulation - (2credits, grads)
Fall 2002

Supervisor of numerous high school and undergraduate research
projects
2001–present

Parts of the CV: RESEARCH INTERESTS

Research Interests

Research Interests

- My research considers the role of a neuromodulator, dopamine, in guiding behaviors driven by a DS. For decades, dopamine was equated with reward or pleasure because it is released after exposure to a wide variety of rewarding events, including sexual partners, food, and drugs of abuse. More recently, several researchers raised the hypothesis that dopamine is required to motivate a behavioral response to a salient environmental cue. I recognized that my behavioral task could directly test this "motivational salience" hypothesis. If dopamine is truly required for a cue to trigger a behavioral response, not only should dopamine blockers disrupt the ability of animals to respond to the DS, dopamine disruption should abolish the activity of neurons that are excited by a DS.

Parts of the CV: TALKS

SEMINAR TALKS

Invited Speaker, Title of Talks, **Institution**, Location, Date

[This is an example of a category that might exist for one person and not for another.
Choose categories to reflect your own strengths.]

Invited Talks

Philadelphia Area Yeast Club Meeting	10/26/04
10th European Bioenergetics Conference (EBEC), Göteborg, Sweden	6/27-7/2/02
Department of Biology, Lehigh University, Bethlehem, PA	9/23/00

INVITED TALKS / POSTERS

- Thomas National Laboratory, Center for Intensive Computing, Feb 10, 2003 (Talk)
- Princeton University, Department of Chemistry, Feb 4, 2003 (Talk)
- 226th American Chemical Society National Meeting, September 7 – 11, 2002 (Poster, Sci-Mix)
- The Seventeenth Meeting of Groups Studying the Structures of AIDS-related Systems and their Application to Targeted Drug Design, NIGMS/NIH, June 18 – 20, 2003 (Poster)

Parts of the CV: PUBLICATIONS

PUBLICATIONS

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.]

Peer reviewed publications

Alpha, E., Beta, R., Gamma, B., Delta, J-M., Epsilon, N., Eta, B.B., and Zeta, A.
(2005) Iron use for heme synthesis is under control of the yeast frataxin homologue (Yfh1). *Human Molecular Genetics* (in press).

Book chapters and reviews

Eta, B.B., Gamma, R., Delta, D., and Beta, A. (2004) The yeast connection to Friedreich ataxia. *The American Journal of Human Genetics* 64: 365-371.

Parts of the CV: SKILLS

SKILLS

[You may include lists 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.]

Skills and 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

Parts of the CV: ADDITIONAL INFORMATION and REFERENCES

ADDITIONAL INFORMATION

[This optional section can include miscellaneous information that might be of interest, such as community activities, knowledge of foreign languages, or 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, which may make employers wonder about U.S. work permission, include any favorable visa status.

If you were out of the job market for a period you might include that here.]

Additional Information

US Citizen and British passport holder

Provided full-time care for terminally ill family member, 1999-2000

REFERENCES [These can also be listed on a separate sheet.]

REFERENCES

Prof. Jane Jumping

University of Pennsylvania

Dept. of Pharmacology, mailing address

Tel: 215 654-3210

E-mail: jjumping@pharm.mail.med.edu

Resume

- A resume is *a summary* of those aspects of your experience and education/training that qualify you for *the particular job* for which you are applying

Sections of the Resume

- Name and Contact Information
- Objective/Summary/Profile
- Education
- Experience
- Skills

Resume Template

NAME and CONTACT INFORMATION

OBJECTIVE

[A well-worded, specific objective can strengthen your resume. It should answer the question, "What does this person want to do?" Avoid bland phrases like "Challenging and responsible position using my creativity."] **AND/OR**

PROFILE or SUMMARY OF QUALIFICATIONS

[This optional category can follow or replace an objective. A well-written "Qualifications" section can focus the reader's attention on your strengths. Like the objective, it must be specific. Writing a good one requires you to think carefully about exactly what you have to offer.]

EDUCATION

[Condense or expand your academic background as it is relevant to the job or field.]

EXPERIENCE

[Emphasize material in proportion to its probable interest for a particular audience of employers.]

[Sometimes one general heading called "Experience" is all you need. Sometimes you will want to subdivide this section.]

SKILLS

[An optional section that might include technical skills or other kinds of skills such as administrative, communication, etc.]

ADDITIONAL INFORMATION

[This is the place to put interesting information that does not fit elsewhere.]

Sections of the Resume: OBJECTIVE and PROFILE OR SUMMARY

OBJECTIVE

Position in management consulting. State-of-the-art knowledge of biotechnology. Experience working in teams of international researchers. Ability to communicate complex concepts to varied audiences.

SUMMARY

- Practiced and effective writer, editor, and public speaker. Able to present complex material in a clear, concise, and persuasive manner, tailored for a range of audiences.
- Proven abilities to quickly become expert in new subjects and techniques, to identify most important concepts and information, and to troubleshoot problems. Creative, analytical, focused, and detail-oriented.
- Work productively both independently and in teams. Effectively manage time and multiple projects, set priorities, meet deadlines, and supervise others.

Sections of the Resume:

EXPERIENCE

EXPERIENCE

University of Pennsylvania, Philadelphia, PA, 2002 to present
Research on gene encoding and DNA sequencing.

- As part of team whose members came from four countries, oriented new researchers to lab.
- Supervised work of undergraduates, including one whose work was published.
- Worked with senior researcher to write successfully funded grant for \$750,000.
- Ordered equipment for new lab and established guidelines for its use.
- Research resulted in joint authorship of nine publications in scientific journals and five presentations at national and international meetings.

Parts of the Resume:

EXPERIENCE

PROFESSIONAL BACKGROUND:

Postdoctoral Fellow, Hal Researcher, Ph.D., Development of the Central Nervous System in Zebrafish.

Department of Cell and Developmental Biology, School of Medicine, September 2002 to present.

- Conducted independent research in zebrafish (3 years).
- Kept a daily journal (laboratory notebook) for data.
- Attended lectures and conventions to enhance my education.
- Traveled abroad to learn new techniques that could further current research.
- Presented data at lab and departmental meetings, seminars and scientific conventions.

Parts of the Resume: SKILLS

Skills

- Focus on defining problems and researching solutions.
- Full engagement with projects from inception to completion.
- Effective synthesis of details and broader vision.
- Independent thinking.
- Management of personnel and corporate structure.
- Evaluation of individual and group dynamics and performance.
- Word processing, database, spreadsheet, and Internet.

Parts of the Resume: ADDITIONAL INFORMATION

ADDITIONAL INFORMATION

- **COMPUTER SKILLS:** Mathematica, Matlab, UNIX, MS Windows, MS Office, C/C++, Perl, etc.
- **LANGUAGES:** English. Korean as a native language.
- **INTERESTS AND HOBBIES:** Reading about science/technology, psychology, and management. Yoga.

Difference between the CV and the Resume

Purposes are different

- CV academic research, government, industrial research.
- Resume for jobs where research isn't part of the job
- No length requirement on CV; Resume more focused on specific job and shorter.
- Publications are often omitted from the resume
- On resume may need to order Education section after Experience or Skills

Format Tips

- Don't list dates on the left side.
- Use formatting techniques such as indenting, uppercase, bold and italics, consistently.
- Keep format simple.
- Avoid font sizes under 10 point.
- Include your name on every page.

General Tips

- Look at other CVs or resumes to get ideas for yours
- Get feedback
- Omit personal information
- Use action verbs
- Proof read