Resume Building Workshop

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Adapted from Kamilah McCoy, Northwestern University Career Services

What is the Purpose of a Resume?

- To convince employers to interview you for a particular position by demonstrating your relevant qualifications

- To describe your qualifications for that particular position in an easily readable format

A resume is *NOT*

- An autobiography
- A record of all of your experiences and accomplishments
- Used to obtain a job (it is used to obtain an interview!)

Resumes Outside of Academia

- Highlights knowledge and experience developed through academic research, presentations and publications
- Emphasizes transferable skills (oral and written communication, leadership, project management, collaboration, etc.)
- Written for multiple audiences (Human Resources, Hiring Managers, etc.)
- 2 page limit

Effective Resume Writing

- Communicates specific and relevant competencies & accomplishments
- Well organized, concise and easy to read
- Indicates career direction & interests

Employers spend about 30 seconds reviewing your resume.

Before you Begin…

- Conduct a self-assessment
- Research the career area and employer
- Identify target audience
- Review job descriptions for the field
- Gain an understanding of what skills are needed to obtain employment in your area of interest

Evaluating Your Experience

Conduct a self-assessment. Brainstorm experiences you have in the following areas:

- Thesis/Independent Projects/Research/Publications
- Work Experience (include paid and non-paid experiences)
- Education- including GPAs and Coursework
- Study Abroad
- Community/Civic Involvement
- Professional Affiliations
- Special Skills (Foreign languages, computer competencies,
- statistics, research, etc.)
- Activities/Leadership
- Honors/Awards
- Interests

The Benefits of Brainstorming

- Understand your achievements and skills
- Define or reaffirm your career objectives
- Increase your awareness of your own marketability
- Enhance your interviewing skills because of greater self-awareness
- Evaluate the fit and appropriateness of job postings
- Expand your career opportunities by identifying transferable skills

Learn the Language of the Field

- Read job descriptions carefully and highlight the skills needed for the position
- Connect as many of the skills you highlighted to related skills and experiences from your own background.
- Compare the above two lists and try to identify attributes that are transferable from one role to the other.
- The more clearly and accurately you can describe this connection, the easier it will be for an employer understand.

Sample Job Description #1

Staff Scientist

As a member of the Life Sciences Division, independently direct and maintain an extramurally funded, vigorous multi-disciplinary research program in specific disciplines critical for the Division's continued focus on understanding complex biological systems.

- PhD in Physical or Biomedical Sciences or related field and 3 or more years of related postdoctoral research
- Proven ability to conduct independent, productive research
- Project management experience including experience with managing multiple projects simultaneously, and tracking budgets for each.
- Proven ability and experience to facilitate constructive and productive team efforts
- Extensive experience in multi-disciplinary research
- Excellent organizational, verbal, and written communication skills, demonstrated by publications, presentations, and successful grant applications.
- Proven ability to secure extramural funding

Sample Job Description #2

PhD Fellowship for non-finance PhDs - Equity or Credit Research

Goldman Sachs is seeking PhD candidates or graduates with non-finance backgrounds to participate in a 6 month fellowship opportunity from Mid-January to July 2019. The fellowship will enable PhDs to explore a potential long term career transition into credit or equity research.

•Finance background not required but passion for investing or some knowledge of the markets along with MS Excel experience is helpful

PREFERRED QUALIFICATIONS
•Excellent verbal and written communication skills
•Meticulous attention to detail and strong organizational skills
•Exceptional analytical skills, lateral thinking, and judgment
• A proactive approach and a high level of enthusiasm
•Experience with Microsoft Office applications (Excel, Word, Outlook)
• Ability to meet aggressive deadlines

Style and Format

Reverse Chronological Style=

Highlights your experience & education in reverse chronological order

Format =

Determine categories based on the content you are highlighting

Do not use a Resume or CV Wizard

Wizards and templates minimize how you can you the space.

Common Resume Categories

•Contact Information •Education •Dissertation •Experience -Research -Professional -Work -Teaching -Leadership -Volunteer	•Skills (Computer, Software, Laboratory Techniques, etc.) •Languages •Selected Publications •Selected Presentations •Professional Affiliations •Honors/Awards/Fellowships •Patents

A resume should *not* include everything and anything!

Keep track of all of your experience and accomplishments in a "running" resume.

Tips for Writing a Winning Resume

- Place most critical categories first
- Determine critical categories based on the position description
- Clearly label categories of information
- Avoid acronyms that are not commonly used in your field

DO NOT INCLUDE

- Social security number
- Picture
- Salary history
- Reasons for leaving jobs
- Ethnicity/race
- Physical descriptions
- Official documents
- Health problems
- Religion

Contact Information

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Education

EDUCATION

Northwestern University, Evanston, IL

Ph.D. in Biomedical Engineering, June 2011

Dissertation: Neuromechanical Mechanisms of Prosthetic Knee Joint Control: Associations with Prosthetic Alignment

M.S. in Biomedical Engineering, December 2009

Thesis: An Investigation of Shock-Absorbing Prosthetic Components for Persons with Transfemoral Amputation

University of Virginia, Charlottesville, VA

B.S. in Mechanical Engineering, May 2006

Minor in Economics

magna cum laude

Relevant Coursework: Engineering Economics, Industrial Organization, International Finance, Microeconomics, Econometrics

Experience

This section includes a variety of **paid and unpaid** activities through which you developed skills and expertise related to the position you are seeking:

- Full-time and part-time work experience
- Research
- Internships
- Volunteer work
- Community service
- Leadership
- Activities
- Organizational involvement, etc.

- Focus on accomplishments and skills learned/developed, not just “what you did”
- Identify transferable skills

Ask Yourself:

1) What did I do?
2) How did I do it?
3) Why did I do it that way?
4) What were the results? (Quantify results whenever possible)

Describing Your Experience

Action Verbs

•Use action verbs to strengthen descriptions of your experiences.

Clarity

•Eliminate the pronoun “I” and do not use full sentences.
•Avoid introductory and wind-up phrases such as “My duties included...” or “Responsible for…”
•List achievements whenever possible, rather than describing duties.
•Use some jargon of the chosen field (e.g., can program in C++ and Java Script)

Writing Bullet Points

3 Part Formula:

- 1)Action Verb + 2)Qualify + 3)Quantify
- 1)Action Verb + 2)What you did + 3)Why you did it
- 1)Action Verb + 2)What you did + 3)Result

Weak: Volunteered at an after school science program

Strong: Developed a innovative projects to introduce middle school students to basic scientific concepts

Activity: Rewrite These Bullets!

- Assisted with recruiting future graduate students

Suggested Rewrite:

- Planned a formal recruiting dinner for the Chemical Engineering Department that was attended by 25 prospective students.

- Held office hours

Suggested Rewrite:

- Provided students with strategies for understanding difficult course concepts during weekly office hours.

Describing Research on Your Resume

- Translate knowledge gained through research and academic experience into skills

Think about the daily tasks involved in research…

- Conceptualizing problems
- Managing budgets
- Supervising/training students
- Establishing timelines
- Interviewing/contacting subjects
- Collaborating with others
- Analyzing data
- Designing and executing experiments
- Writing and publishing
- Securing funding
- Developing new methods
- Identifying research questions
- Teaching courses

…and more!

Experience

ACADEMIC RESEARCH EXPERIENCE

Northwestern University Prosthetics-Orthotics Center Chicago, IL

Postdoctoral Fellow June 2011-present

Graduate Research Assistant April 2007-June 2011

- Propose novel research protocol to investigate the influence of prosthetic alignment on the gait biomechanics of persons with transfemoral amputation
- Build and test innovative EMG electrodes that make it possible to acquire intrasocket EMG signals
- Design custom-made alignment adapters to implement and standardize research protocol
- Collect quantitative gait data using a Motion Analysis motion capture system, AMTI force plates, Cosmed treadmill, iPecs™ load cell, and Noraxon EMG telemetry system
- Supervise and train undergraduate students through a summer research project
- Program custom Matlab scripts and perform statistical analyses to analyze gait data
- Recruit, schedule, and consent subjects for research studies
- Prepare and maintain Institutional Review Board (IRB) paperwork

Experience (Cont.)

LEADERSHIP EXPERIENCE

McCormick Graduate Leadership Council Evanston, IL

Co-Chair Sept. 2011- June 2012

- Organized a council of 16 student leaders to foster leadership and community among engineering graduate students
- Managed a $7000 budget from the Dean's Office for academic, social, and professional activities.
- Planned and implemented three seminars on academic career planning for doctoral students

TEACHING EXPERIENCE

Northwestern University Dept. of Biomedical Engineering Evanston, IL

Co-Instructor Jan. 2011-March 2011

- Taught an introductory biomechanics course (statics and strength of materials) to 41 sophomore engineers
- Implemented challenge-based learning methods
- Revised teaching materials and updated information for student course packets
- Offered students recommendations to improve performance in course

Skills

SKILLS

Technical Software: Matlab, Mathematica, Maple, SPSS, SIMM, OrthoTrak and Cortex for motion capture, AutoCAD, Mechanical Desktop, TurningPoint, FORTRAN 77

Computer Software: Microsoft Office Suite (Word, Excel, PowerPoint), Paintshop, Adobe Suite

Languages: Spanish (fluent), French (proficient)

Honors, Awards, and Affiliations

HONORS AND AWARDS

Academy of Orthotists & Prosthetists Education Research Fellowship	2011-2012
Whitaker Foundation Graduate Fellowship	2007-2011
Award for Progress in Engineering Design and Application	2010
University of Virginia Academic Achievement Scholarship	2002-2006
University of Virginia Distinguished Service Award	2006
University of Virginia College of Engineering Award	2005

PROFESSIONAL AFFILLIATIONS

American Society for Engineering Education (ASEE)

Association for Women in Science (AWIS)

Biomedical Engineering Society

Gait & Clinical Movement Analysis Society (GCMAS)

Society of Hispanic Professional Engineers (SHPE)

Optional: Summary or Profile

PROFILE

Postdoctoral researcher in Biomedical Engineering seeking a challenging position in medical device development. Six years of expertise using innovative research methods to build and test prosthetic devices. Strong communication skills developed through interacting directly with medical patients to collect data and presenting research to scientific and community audiences. Demonstrated strong leadership ability as co-chair of a graduate student organization, planning a departmental research symposium and multiple teaching experiences.

SUMMARY OF QUALIFICATIONS

- 6+ years of research experience in biomedical engineering with an emphasis on building, testing and developing prosthetic devices
- Strong quantitative & analytical skills with a broad interdisciplinary educational background
- Independent researcher in close collaboration with scientists and engineers different labs and institutions
- First author of 4 journal publications under peer-review and 6 conference presentations
- Experienced lab manager who routinely trained and supervised new graduate students, undergraduate interns and visiting scholars
- Proficient Matlab, AutoCad, OrthoTrak and Mechanical Desktop

Final Draft – Do's and Don'ts

DO	DON'T
•Tailor for each position •Highlight section headings •Use action verbs •Quantify accomplishments •Use technical language •Proofread multiple times	•Use Acronyms •Use a template or resume wizard •Repeat information •Exaggerate or lie •Use fancy/unusual fonts •Hurry/rush to send it out •Include personal information

Questions?