A decorative graphic on the left side of the slide, consisting of several thin, curved lines in shades of blue and grey, and a dark grey arrow pointing to the right.

Effective Resume/CV Preparation

Dr. Seyma Demirsoy

Post-Doctoral Fellow/ Project-Lab Manager

Department of Neurosurgery, College of Medicine, Penn State University

Hershey,PA,USA

Learning Objectives

- By the end of session you will be able to
 - Recognize the importance of writing an effective Resume
 - Recognize the importance of proof reading for spelling, punctuation, grammar and meaning
 - How to draft and type up your own Resume

Curriculum Vitae (CV)

- Latin Origin:
'the course of my life'
- \geq 2 more pages
- More detailed synopsis than a resume.

How important is your resume/CV?

"You never get a second chance to make a first impression" is never truer than when you submit your resume. Because this is likely the first glimpse of you that employers will get, make it an impressive one. A great resume can open a door, but an inferior one can just as quickly close one.

~ Salary.com

**Your resume is YOU – make sure it represents YOU well!
And perfect!**

It's all about you!

- Resume/CV's are opportunity to show employer **why you are an ideal candidate for the job.**
- **A good one:**
 - Well written and organized so that stand out from crowd
 - Draw attention to your relevant skills, experiences, achievements and potential
 - Create such an impression on the employers that they will not be able to turn down for interview.

Resume (Industrial CV) vs Academic CV



- ➡ When it comes to comparing an academic CV to an industry resume, **the biggest difference is in overall length and depth.**
 - ➡ While it may be acceptable in academia to have a CV that covers several pages, in industry you are expected to keep your industry resume to one page (or at the most, two pages).
 - ➡ You're sending your resume to a hiring manager or a recruiter.
 - ➡ An academic CV is typically very comprehensive: covering aspects of education, employment, publications, and training, in detail.

Resume (Industrial CV) vs Academic CV



- Your academic CV is like a peer-reviewed timeline of your work history, whereas an industry resume **is a persuasive marketing document** meant to showcase your biggest professional achievements.
 - For example, your CV will discuss in detail the various methodologies you used throughout your scientific career, including extensive scientific nomenclature.
 - Your industry CV, on the other hand, will simply list and quantify your professional results, excluding any scientific or industry-unrelated jargon
- **The goal of any industry resume is to help employers see the value you could bring to their organization**

Resume (Industrial CV) vs Academic CV



Your Resume Has Four Audiences

- There's a **screener** with a couple of years experience in HR who makes a first pass through resumes to determine if basic qualifications are met.
- There's a **recruiter**, who is either an outside search consultant or an internal HR employee, who reviews the screened resumes to assemble a shorter list for the boss.
- There's the **hiring manager** herself — while she is the decision-maker with regards to the hire, it's best to think of her as a client of the recruiting process.
- And finally, sitting alongside the entire workflow is the company's HR computer system, called an **applicant tracking system** — understanding how the world's computers read and relay your resume significantly reduces your chance of making mistakes.

Resume (Industrial CV) vs Academic CV



- An eye-tracking study (by The Ladders) showed that hiring managers and recruiters spend an average of just 5-7 seconds reading an industry resume.

You have less than 7 seconds to make a strong impression.

Overall, the study's "gaze tracking" technology showed that **recruiters spent almost 80% of their resume review time on only six data points:** including the **applicant's professional summary, current title and company, previous title and company, previous position start and end dates, current position start and end dates, and education.** Beyond these data, recruiters merely skimmed for keywords to match the open position.

- [Applicant Tracking System software](#) will spend even less time scanning your resume for keywords. [The Wall Street Journal reported](#) that up to 90% of large companies use these software systems to filter through resumes because of the sheer volume of applicants competing for each job. **These systems filter out at least 50% of applications before they even get close to being seen by a human.**

The 5 P's of Resumes

➤ **Painless**

Easy to read, well organized; use bold to make things stand out and use same font type throughout, indent 2-3 levels only.

➤ **Perfect**

Proofread for spelling and grammar, consistent with punctuation, no personal pronouns.

➤ **Page**

One or two pages is best, 1", .75 or .5 margins (no smaller and make sure all sides are consistent).

➤ **Paper**

Resume paper subtle color and pattern (24 pound): if mailed do not fold - use large envelope.

➤ **Position**

Specific to the position you are applying for, use keywords from job description

The 5 C's of Resumes

- Clear-well organized and logical
- Concise – relevant and necessary
- Complete – includes everything you need
- Consistent – don't mix styles or fonts
- Current – Up-to-date

Resume vs Vitae



Primarily ,the length, what is included and what each is used for. Often Times the words are used interchangeably to mean same thing.

Resume

- Length: Short < 2 pages
- Content: All inclusive summary of skills, experiences and education
- Purpose: to get an interview or employment

Curriculum Vitae

- Length: as long as it takes >2 more pages
- Content: Summary of educational background, teaching and research experience, publications, presentations, and affiliations.
- Purpose:
 - Promotion and tenure , grants, specialist positions, awards and etc.
 - Used when applying for academic, education, scientific or research positions

Outline of Resume

* Not all of these sections are always necessary

- Heading (Full name, email address, mailing address (opt), phone numbers and professional network address such as LinkedIn)
- Career Profile & Qualification & Skills & Keywords
- Education
- Professional Experience
- Certifications
- Professional Affiliations
- Presentations/Relevant Extra Curricular and volunteer experiences

Proving your ability

There are 4 main things employers will look at in CVs:

- Education
- Work Experience/Qualifications
 - Behavioral/Soft skills
 - Specific/Technical Skills

Heading



JulieJulie Johnson

Davis, CA 95618

jajohnson@ucdavis.edu • 5302008000

JulieJulie Johnson

400 C Street

Davis, CA 95618

5302008000

jajohnson@ucdavis.edu

JulieJulie Johnson

Davis, CA 95618 | 5302008000 | jajohnson@ucdavis.edu

☐ Name

☐ Large (20-22 font) and bold

☐ Address

☐ 12 font

☐ Email / Phone

☐ 12 font, no need to write “email:” and “phone:”, if you have home and cell write (hm) and (cell) after the

☐ LinkedIn

☐ Make it appropriate and professional; can customize the url – under Profile – Edit Profile

Profile/Summary



- Can be called Profile, Summary, or Professional Summary
- Gives overview and detail of who you are and what you have to offer Details strengths, experiences, interests, and skills that one has to offer the employer.
- Makes the reader want to learn more

Examples:

Detail-oriented veterinarian who is proficient in handling complex medical cases including surgeries, ultrasound diagnosis, and medical reports analysis. Possesses a natural love for animals, great client service skills and a readiness to work around the clock

Goal-oriented DVM student with broad experiences in small animal medicine, exotics, and shelter medicine. Fluent in Spanish and traveled abroad to conduct research. Keen insight into managing client relationships. Willing to work a flexible schedule and open to relocation.

Energetic, professional DVM ready for a dynamic position in equine medicine. Gained considerable knowledge through vigorous education, externships and senior rotations in the large animal stream

Qualifications



- Summary of accomplishments/skills/interests
- Showcases what makes you stand out
- Makes the reader want to see where you gained the skills
- Can be easily altered to fit different positions
- Match with job that you will be applying.


Few tips:

- **Minimum and preferred qualifications tell you which skills and experience you need to highlight in your resume**
- **Job responsibilities will inform what your experience headings should be highlighted**

Do's



- Use a standard font size in
- No underlining – Use **Bolding** and **CAPS** to gave things stand out
- Include recent and relevant work experience
- Be consistent in your layout
- Keep it short (max 2 pages)
- Use positive action verb such as 'organized, delivered, accomplishes, achieved'
- Include a statement about your career aspirations and what you have to offer the employer
- Be honest but positives (negatives can always be turned into positives)
- Proof reading for spelling, punctuation, grammar and meaning
- Get someone to check it

- 
- A large, dark grey arrow pointing to the right, positioned at the top left of the slide.
- **Choose Right Verbs to Use:** Be sure to use verbs that convey action. Avoid language that diminishes your role or importance in a given project:

- **Weak(er)**

- Assisted with; Worked on; Looked at; Helped to; Cooperated with

- **Strong(er)**

- Analyzed, Synthesized, Examined
- Managed, Led, Oversaw
- Created, Produced, Developed
- Wrote, Edited, Revised, Critiqued
- Communicated, Presented
- Collaborated, Facilitated
- Implemented, Launched, Initiated
- Taught, Tutored, Advised

Do's (continued)



- Single sides
- Number your pages
- Full name on every page
- No graphics
- **Use a *visual center* & Write your qualifications, achievements and etc. in bullets/ List your skills**
 - *A visual center starts at 2 inches from the top of your résumé and ends 2 inches below.*
 - emphasized with graphics, such as textboxes, bullets, and bold fonts.
 - Load the visual center with the value you will offer the company, such as across-the-board accomplishments, industry-specific skills, a summary of a highly successful project you lead, or even a clipping from a recommendation letter or news article about your work
- Use **keywords**

Reading Job Descriptions:

- ☐ Read job descriptions with a pen or highlighter. **Circle** and **highlight** key words and qualifications. **USE SIMILAR WORDS** in your documents.
- ☐ **Emphasize experiences** that are also **prioritized** in **the job** description
- ☐ **Familiarize yourself with common job descriptions** in industry before applying. It can be helpful to see multiple listings to get a sense of the language used

Writing a Strong Bullets

PROJECT: Describe what you did specifically, including the technique or method. Highlight tools or techniques that you employed, especially those listed in the job description.

PURPOSE: Articulate goals of the project in a way that is relevant to the company/industry.

IMPACT: Answer the question: "So what?" Think broadly about tangible/quantifiable outcomes (publications, grant funding, patents, new collaborations, innovation, etc.)

Example Bullets

- Developed novel amino acid sequencing method using fluorescent-tagged antibody arrays; published in Nature Methods
- Improved protein sequence accuracy 30% by decreasing valine/isoleucine conflation
- Collaborated with 2 research groups at Harvard University to commercialize new technology; filed patent application with USPTO

Be wise and Choose right skills that you have acquired from your professional/non professional experiences



Examples of Skills for a Resume that will never go out of style:

- ☐ Problem solving
- ☐ Teamwork
- ☐ Work ethic
- ☐ Written and verbal communication
- ☐ Leadership
- ☐ Detail-oriented
- ☐ Computer and technical skills (specify)

Example Skills for an IT project manager:

- ☐ Project lifecycle management
- ☐ Enterprise implementations
- ☐ Systems migrations
- ☐ Project scheduling
- ☐ Teambuilding and leadership
- ☐ Project budgeting and cost controls
- ☐ Quality assurance

Don'ts



- Do it rush.
- Standardize (you have to customize accordingly) .

Instead,

- Read job descriptions with a pen or highlighter. Circle and highlight **key words** and **qualifications. Use similar words in your documents.**
- **Emphasize experiences** that are also prioritized in the job description.
- Unprofessional email address
 - 76% of resumes are discarded for an unprofessional email address
 - create a very professional gmail address in this format: `firstname.lastname@gmail.com`. If this version of your name is taken, then simple insert your middle initial or middle name between your first and last names
- Use of work email
- No photo (if not specified)
 - 88% rejection rate when you include a photo on your resume

Don'ts



- Impersonal Greetings
 - Greetings like “Dear Sirs” or “To Whom It May Concern” are creepy, distant, and outdated
- References: If you have space, you could write ‘References Upon Request’ but mostly do not even need to waste a space for it.

When crafting descriptions of your work, follow this basic formula:

- Skill + Task + Result/Accomplishment (Specific skill performed to contribute to what task that resulted in which accomplishment)

Example: Led team of 6 to produce 3-part video series highlighting impact of university/community partnership on regional environmental initiative; series featured on university website and resulted in 2 follow-up interviews

Do NOT Forget:



- Focus on skills and qualifications
- Keep your readers in mind: ATS (algorithm looking for key terms), HR (generalist), Departmental manager (field expertise – most likely)
- Remove information that doesn't pertain to the job
- Have someone else (non-expert, non-academic) proofread to make sure your descriptions are adequately accessible
- When crafting descriptions of your work, follow this basic formula:
 - Skill + Task + Result/Accomplishment (Specific skill performed to contribute to what task that resulted in which accomplishment)

Example: Led team of 6 to produce 3-part video series highlighting impact of university/community partnership on regional environmental initiative; series featured on university website and resulted in 2 follow-up interviews

■ **Typos and grammatical errors**

- One of the very first indicators employers will have of your communication skills is your industry résumé. If it is riddled with mistakes, you will not move to the interview stage. Your industry résumé must be absolutely perfect. If you're not a good writer or if English is not your native language and you're submitting your résumé in English, make sure you have a professional editor proofread it for errors

Samples

Jamal K. Washington
(530) 555-2230 jkwashington@ucdavis.edu
<http://www.linkedin.com/in/jkwashington>
www.github.com/washington/react-track



Mechanical Engineering Ph.D. (June 2017) with 4 years of industry experience in project management, strategic planning, research and development. Expertise in power systems and distributed grid infrastructure. Management and training experience in production and use of technology for engineers and customers. Interested in globalization and international issues. Additional skills include:

- | | | |
|-------------------------|---------------------------|--------------------------------|
| TECHNICAL SKILLS | | |
| • SolidWorks (CAD) | • Matlab | • Mathcad |
| • COMSOL (FEM/FEA) | • Vibration test/analysis | • MS Office Suite and database |
| • Labview | • L-edit (CAD) | |

- | | |
|--|--------------------|
| BUSINESS COMMUNICATION SKILLS | |
| • Extensive analytical skills | • Fluent in German |
| • Excellent oral & written communication | |

EDUCATION
Ph.D. in Mechanical Engineering – University of California, Davis, June 2017
GPA: 3.87/4.0

Master of Business Administration in Finance & International Management – University of California, Davis, June 2012
GPA: 3.5/4.0

Bachelor of Science in Mechanical Engineering – University of California, Berkeley, May 2009
GPA: 3.65/4.0

PROFESSIONAL EXPERIENCE
Manager, Business Development June 2012-September 2013
Anuvu, Inc. – Sacramento, California
• Managed technological/financial development of PEM hydrogen fuel cell applications in power systems.
• Created complex engineering models and financial programs for technology/investment valuation.
• Presented grid infrastructure engineering/financial model to domestic and foreign business partners.
• Wrote business plan for a \$4.5 M OEM hydrogen fuel cell contract.
• Negotiated contract for product testing and integration with OEM partner and State Testing Group.
• Developed network and critical relationship with OEM customers.

Research and Development Engineer June 2009-September 2012
Medtronic Vascular, Inc. – Santa Rosa, California
• Patented mechanical design of device and led project from inception to successful international clinical use.
• Developed processes, equipment, and trained personnel for market release of medical device product lines.
• Managed production line and personnel while creating and fabricating support tooling and equipment.
• Coordinated joint R&D/Manufacturing efforts to effectively meet company production deadlines.
• Wrote procedures for processes and data collection for GMP and ISO-900X quality systems.

Total Quality Manager – Intern June 2008-December 2008
Hunter Innovations Inc. – Berkeley, California
• Organized and led training of Hunter Associates in Quality Control and GMP systems.
• Wrote and implemented Good Manufacturing Practice (GMP) System for FDA regulatory approval of artificial hip joint implant sales and manufacturing.
• Designed and programmed components of CNC lathe and mill manufacturing resulting in sales estimated at \$10,000/month for these components.

Project Engineer – Intern June 2007-September 2007
Ames Co./Fluid Control Systems – Oakland, California
• Leader of "Introduction to Production" team and responsible for vendor communications.
• Created and maintained engineering documentation, bill of materials, and bill of operations.
• Researched and designed prototype backflow check valves and led pilot production.

PATENTS/PUBLICATIONS
List patents and publications here

PROFESSIONAL AFFILIATIONS/COMMUNITY SERVICE
Institute of Industrial Engineering - Engineers Without Borders

Note: add a footer with your last name, page 2 of X

<https://icc.ucdavis.edu/materials/resume/samples#advancedresumes>

Samples



J. Alex Wang
Davis, CA 95616
(520) 555-3764

jawang@ucdavis.edu • www.linkedin.com/in/jawang

Community Development Master's Candidate (August 2018) with six years' experience in non-profit program management, including evaluation, research and program design. Expertise in qualitative research design and database creation.

- Fluent in Spanish
- MS Office Suite, including Word, Access and Excel
- Excellent writing skills
- Courses in qualitative and quantitative research methods
- Exceptional project management skills
- Clear communicator and collaborator
- Relevant coursework completed: Intermediate Social Statistics, Field Research, Qualitative Research Methods

EDUCATION

Master of Science, Community and Regional Development, expected August 2018
University of California, Davis

Bachelor of Science, Sociology, June 2015
University of Arizona, Tucson, AZ

PROFESSIONAL EXPERIENCE

Graduate Student Researcher, July 2017-present

UC Sustainable Agriculture Research and Education Program, Davis, California

- Conducted evaluation of local non-profit organization's two-year USDA Community Food Project grant.
- Designed and implemented surveys and interviews of project participants.
- Synthesized data and completed annual and final reports of grant progress.
- Maintained positive relationship with the grantee organization to ensure expectations were being met and evaluation tools were satisfactory.
- Edited final report and verified data accuracy for an assessment of Yolo County's food system.

Graduate Student Researcher, August 2016-June 2017

UC Davis Center for Regional Change, Davis, California

Project: Healthy Youth/Healthy Regions is a multi-disciplinary research project investigating the link between youth well-being and prosperity in the Sacramento region.

- Researched and wrote first draft of introductory chapter for Healthy Youth/Healthy Regions final report, which set the scene for the final report by highlighting the strengths and inequities in the region.

J.A. Wang

Page 2

Home Garden Manager, June 2013-July 2015

Community Food Bank, Tucson, Arizona

- Management and supervisory roles, involving gardening assistance, budget management, community outreach and program design.
- Created and managed database to track department's activities and identify areas for growth.
- Conducted outreach and coordination with other Tucson non-profits on community development projects.

Home Garden Coordinator, September 2012-August 2013

Community Food Bank, Tucson, Arizona

- Taught vegetable gardening skills to fifty low-income families through at-home assistance.
- Designed and taught popular education style gardening workshops in English and Spanish.

Community Organizer, September 2011-August 2012

Border Action Network (BAN), Tucson, Arizona

- Led successful outreach campaign on border issues in Latino immigrant neighborhoods in Tucson's south side.
- Launched membership drive, resulting in 500 new members.
- Initiated campaign on immigration reform geared at key members of the Arizona Congressional delegation.

AWARDS AND CERTIFICATIONS

Community Service Award, 2017

UC Davis Community Service Resource Center, Davis, California

Travel Grant of \$500, 2017

UC Davis Internship and Career Center, Davis, California

Certificate in Teaching Excellence, 2017

Center for Excellence in Teaching and Learning, UC Davis

...Additional categories could include:

Community Service

International Work Experience

Affiliations

Key Accomplishments (brief description of 2 or 3, best placed after skills section and before education)

Thank YOU!