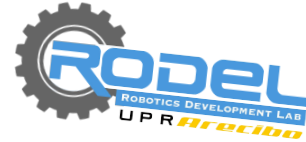


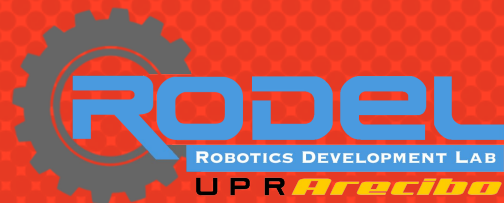
***RESUME  
WRITING FOR  
ACADEMIC  
EXPERIENCES***



# ***HELLO!***



I am ELIANA VALENZUELA-ANDRADE  
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## ***AGENDA***

- × Résumé or CV?
- × Organize with work experience and skills
- × Additional suggestions

# ***RÉSUMÉ OR CV?***

## **Résumé**

A general and concise introduction of your experiences and skills as they relate to a particular career or position that you are aiming to acquire.

May have to be altered for each position that you are applying for so as to emphasize those skills and experiences most relevant to the work.

No more than one page in length.

They are often accompanied by cover letters, which provide a permanent written record of the transmittal of the resume (what is being sent, to whom it is being sent, and who sent it).

## **CURRICULUM VITAE (CV)**

Is a fairly detailed overview of your life's accomplishments, especially those most relevant to the realm of academia.

have their greatest utility in the pursuit of a job in academia or research.

Living document that will need to be updated frequently

Size depend on your experience (undergraduate student = 2 pages, faculty member/researcher > 10)

## ***INFORMATION ON THE RESUME***

- × Name and Contact Information
- × Education: degrees or certifications and educational institutions or programs.
- × Skills: programming languages, operating systems and special software.
- × Work Experience: companies or organizations, the location of each company, the dates worked, your job title, and duties performed.

## ***INFORMATION ON CV***

- × Name and Contact Information
- × Areas of Interest
- × Education
- × Grants, Honors and Awards

Publications, Presentations and Posters

Employment and Experience:

Scholarly or Professional Memberships

References



# ***ORGANIZE WITH WORK EXPERIENCE AND SKILLS***

Highlight elements of your REU experience in your résumé or CV according to the style of your résumé or CV.



## ***HOW TO INCLUDE EXPERIENCES***

- × Itemize your skills and accomplishments under the specific work experience.
- × Use active verbs in a consistent verb tense for bullet-points.



# EXAMPLE

REU experience  
complete

## Research Internships

### June 2014 - SOARS Academy Internship at UCAR Colorado, Boulder

- Conducted study on "Analysis of Radar-Derived Cloud Reflectivity from a Low Pressure System in June 2014 over Boulder, Colorado."
- Measured storm cloud reflectivity using radar with the Center for Severe Weather Research
- Analyzed radar data using SOLOII, C++, & conducted statistical analyses on data
- Gave a team oral presentation to a scientific audience at UCAR, Boulder, CO
- Prepared and presented a poster at the AMS student conference in Phoenix, 2015
- Communicated professionally with colleagues to complete research and scientific poster

# EXAMPLE

## Using categories

### Research Experiences

**June 2014 - SOARS Academy Internship at UCAR Colorado, Boulder**

- Measured storm cloud reflectivity using Doppler radar with student team, analyzed and plotted data, and presented results at AMS conference in 2015

### Computer Skills

- Used SOLOII software on a Mac platform to display and analyze radar data
- Programmed in C++ to manage data and libraries
- Conducted statistical analyses using Excel

### Technical Skills

- Collected data using the Doppler-on-Wheels 7 RADAR
- Launched a weather balloon and radiosonde at NCAR, Boulder, CO
- (List other technical skills obtained in your coursework or jobs)

# EXAMPLE

## Using Categories

### Communication Skills

- Gave a team oral presentation to a scientific audience at UCAR, Boulder, CO
- Prepared and presented a poster at the AMS student conference in Phoenix, 2015

### Leadership Skills

- Worked effectively with team to analyze and present data under extreme time constraints
- Communicated professionally to complete research and prepare scientific poster
- Presented on internship and research experience at home institution

# EXAMPLE

## Presentations and Proceedings

### Presentations

Layne, J., J.W. Evonosky, and R.V. Martes. 2014. Analysis of Radar-Derived Cloud Reflectivity from a Low Pressure System in June over Boulder, Colorado. **SOARS Academy Symposium**, June 17, UCAR, Boulder, CO.

### Conference Proceedings

Evonosky, J.W., J. Layne, and R.V. Martes. 2014. Analysis of Radar-Derived Cloud Reflectivity from a Low Pressure System in June over Boulder, Colorado. **14th Annual Student Conference, Phoenix, AZ, American Meteorological Society**, [Available online at <https://ams.confex.com/ams/95Annual/webprogram/Paper270884.html>]

## ***ADDITIONAL SUGGESTIONS***

Remember to include informal leadership activities, such as:

- × organizing a seminar,
- × charity activity,
- × or workshop to the community

## ***ADDITIONAL SUGGESTIONS***

- × Check the web for advice on and examples of résumés or CVs.
- × Be sure to have someone like a professor, career counselor, or other professional (an engineer, faculty member, tutor, etc.) to review and edit your document.



## ***HOW TO FORMAT? USE COMMON SENSE***

- × There are no universal guidelines for how to format or organize a resume or CV
- × However, some common sense guidelines may apply.
- × Print and evaluate (ask for help, search different formats)

## ***FONTS AND FONT SIZES: GO WITH THE FLOW***

- × It is a good idea to stick to commonly used fonts such as Times New Roman or Arial when creating a resume or CV.
- × Don't use fonts that can distract the evaluator pull their attention away from the content.
- × Perhaps with the exception of your name, the use of a uniform font size throughout the document will also keep the reader focused on your accomplishments.

## ***SEEK AND EVALUATE EXAMPLES***

- × Search online examples (professor and researchers)
- × It is best to search for a CV or resume of an individual who shares your field, discipline, or interests, as it will provide you with a model that most closely approximates what your final document might look like.



# **EXAMPLES**

[HTTPS://WWW.CMU.EDU/CAREER/DOCUMENTS/SAMPLE-RESUMES-COVER-LETTERS/SAMPLE-RESUMES\\_SCS.PDF](https://www.cmu.edu/career/documents/sample-resumes-cover-letters/sample-resumes_scs.pdf)

# ***OPPORTUNITIES***

- × National Science Foundations (NSF) –  
[https://www.nsf.gov/crssprgm/rev/rev\\_search.jsp](https://www.nsf.gov/crssprgm/rev/rev_search.jsp)  
ETAP (Education and Training Application)  
<https://etap.nsf.gov/programs>

# ***OPPORTUNITIES***

- × USA Jobs –  
<https://www.usajobs.gov/Search?jt=Computer%20Scientist>
- × Science Undergraduate Laboratory Internships (SULI) –  
<https://science.osti.gov/wdts/suli>



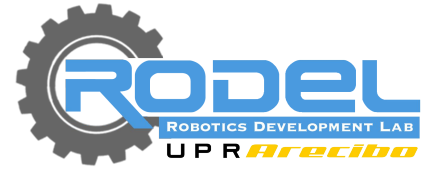
## ***WHAT TO USE?***

- × Office or Google Docs Templates
- × Overleaf <--> Latex (web based)
- × Flowcv (web based)

**SKY IS THE**  
**LIMIT**



# ***THANKS!***



Any questions?

You can find us at [eliana.valenzuela@upr.edu](mailto:eliana.valenzuela@upr.edu) at RoDeL