Career Workshop Series

Sponsored by the Office of Postdoctoral Education, Emory University School of Medicine

Curriculum Vitae and Resumes

Wednesday, Sept 17, 2008

THE STRUCTURE AND CONTENT OF A SCIENCE CV VERSUS A RESUME

Beth White, Associate Director
Emory Career Center

WHAT DO EMPLOYERS LOOK FOR IN CVS AND RESUMES

Responses from representatives from

Academia, Non-profit Organizations, And Industry

Office of Postdoctoral Education
Emory University School of Medicine
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OFFICE OF POSTDOCTORAL EDUCATION
EMORY UNIVERSITY

BIOSKETCHES OF SPEAKERS

Beth White, MS is an Associate Director at The Career Center. She has her Master of Science degree from Miami University in Oxford, OH in higher education administration, and a Bachelor of Arts degree in Communications from Virginia Wesleyan College. Beth has been working at Emory since 1993, and became a Nationally Certified Counselor in 1996. She enjoys working with graduate students, undergraduates, and postdoctoral fellows, helping them in all stages of their career development. Beth's primary role is career counseling, and she also does mock interviews, resume and C.V. critiques, and presents on career topics for various departments on campus. She acts as a liaison to the Graduate School of Arts & Sciences, as well as the Postdoctoral Fellows in the School of Medicine. Professionally, Beth is a member of the Georgia Career Development Association, and the National Career Development Association, and the National Association of Colleges and Employers.

Margaret K. Offermann, MD, PhD joined the American Cancer Society in February, 2007 as Deputy National Vice President for Research where she plays a leadership role in all research departments, including the Extramural Research Department, the Department of Epidemiology and Surveillance Research, the Behavioral Research Department and the Statistics and Evaluation Department. The ACS is a nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem. The ACS provides more support for cancer research than any other non-government organization in the United States.

In addition to her activities at ACS, Dr. Offermann is a member of the Board of Directors of the Federation of American Societies of Experimental Biology (FASEB), a federation of 21 non-profit research societies with over 85,000 members that advances biological science through collaborative advocacy for research policies that promote scientific progress and education. She serves on the Board of Directors of the Georgia Center for Oncology Research and Education (GaCORE), a non-profit organization that promotes cooperation between cancer clinicians, educators and researchers throughout the state of Georgia. She is an ex officio member of the Board of Directors of Georgia Bio, a non-profit, membership-based organization that promotes the interests and growth of the life sciences industry in Georgia. Pior to joining the ACS, Dr. Offermann was Professor of Hematology and Oncology at Emory University School of Medicine where she served as co-director of the MD, PhD training program, associate director of the Postgraduate Training Program in Hematology and Oncology and Associate Director of the Winship Cancer Institute. Dr. Offermann's research program at Emory explored innate antiviral immunity in endothelial cells and the molecular events in the pathogenesis of Kaposi's sarcoma.

Winfield Sale, PhD, Dr. Sale is Professor and Deputy Chair of the Department of Cell Biology of Emory University School of Medicine. He came to Emory in 1981 after being a prestigious Helen Hay Whitney Postdoctoral Fellow Scholar at the California Institute of Technology and receiving his Ph.D. from University of California, Berkeley. He is a renowned expert in the mechanisms and regulation of the molecular motor dynein and the signal transduction pathway that controls dynein. He has numerous publications in this area and has been the awarded multiple NIH and private source grants throughout the years to fund his research. Being an expert in dynein, he is a popular invited speaker for myriads of meetings and has been a the meeting organizer for many Gordon Conferences and national and international meetings. He sits

BIOSKETCHES CONTINUED

on the Editorial Boards of Cell Motility and the Cytoskeleton and Eukaryotic Cell, reviews papers for a variety of journals and has served on various Study Sections for the NIH since 1990.

Being continually involved throughout his career with graduate and postdoctoral education, Dr. Sale has been the recipient of the Dean's Excellence in Teaching Award in 2002 and again in 2008. As Deputy Chair of the Department of Cell Biology he serves on multiple committees for the department and the university among them being multiple Search Committees, the Faculty Senate, junior faculty mentoring programs and curriculum reform committees. He brings to this panel expert advice on important criteria of a successful CV and/or resume for future academic job applicants.

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Beth White, Associate Director
The Career Center, Emory University

www.career.emory.edu

EMORY

The CAREER CENTER

Curriculum Vitae Sample

1784 N. Decatur Rd., Suite 200
Atlanta, GA 30322
(404) 727-6211
www.career.emory.edu

Mary Student, Ph.D.

Research Institute
Street
City, State Zip Code
(999) 999-9999
mstudent@northwestern.edu

EDUCATIONAL BACKGROUND:

Northwestern University, Evanston, IL
Ph.D., Molecular Pharmacology and Biological Chemistry, December 2007
Dissertation or Thesis Advisor: Dr. Name
Dissertation or Thesis Title: *Can put tile in italics.*
Integrated Graduate Program in the Life Sciences

Northwestern College of Iowa, Orange City, IA
Bachelor of Arts, Biology/Health Sciences *summa cum laude*, May 2002

RESEARCH EXPERIENCE:

Children's Memorial Hospital, Chicago IL 200X-present
Department of Endocrinology, Supervisor: Dr. Name
Northwestern University Medical School, Chicago, IL
Department of Pediatrics, Advisor: Dr. Name
Research Associate
Perform genetic analysis of mutations causing hormone-independent signaling of the human luteinizing horone receptor.

The University of Chicago, Chicago, IL 200X-200X
Department of Biochemistry and Molecular Biology, Advisor: Dr. Name
Postdoctoral Fellow
Analyzed functions of the proteasome, the central protease of cell cycle and growth control.

Northwestern University Medical School, Chicago, IL 200X-200X
Department of Molecular Pharmacology and Biological Chemistry, Advisor: Dr. Name
Doctoral student
Regulated m2 muscarinic acetylcholine receptor desensitization by Phosphorylation.

Northwestern University Medical School, Chicago, IL 200X
Doctoral student, Advisor: Dr. Name
Identified angiogenic factors and Rb-induced anti-angiogenic factors in retinoblastoma cells.

NOBL Laboratories, Sioux Center, IA. 200X
Research Assistant
Developed an ELISA assay for measurement of maternal anti-*Hemophilus* antibody in newborn swine.

TEACHING EXPERIENCE:

Trinity Christian College, Palos Heights, IL 200X-200X
Adjunct instructor
Taught Introductory Biology with laboratory (cell biology, genetics, evolution).
Taught undergraduate Genetics with laboratory. Developed course outline and objectives, selected specific material to cover, selected required texts, wrote and presented lectures, wrote and administered exams and quizzes, developed and graded written and oral class projects.

Northwestern University, Chicago, IL 200X
Teaching assistant
Integrated Graduate Program in the Life Sciences, Graduate Molecular Biology I.
Attended lectures, conducted twice- weekly review and discussion sessions, wrote test questions and graded exams.

ADDITIONAL TEACHING ACTIVITIES:

Private tutor, University of Chicago laboratory secondary school. 200X
Tutored freshman biology student with learning disability.
Provided AP chemistry private lessons in college-level chemistry.

Guest lecturer, Northwestern College, IA, Biochemistry class. 200X

Substitute lecturer, National Louis University, General biology 200X

Supervised first-year graduate student in 12-week research project 200X

Private tutor, Northwestern University Graduate Molecular Biology I. 200X

Lab assistant, Northwestern College, IA, Microbiology. Prepared lab reagents, answered questions during lab sessions, graded papers and quizzes. 200X

FELLOWSHIPS AND AWARDS:

American Cancer Society postdoctoral fellowship 200X – 200X

Postdoctoral traineeship, Cancer Biology Training Grant, University of Chicago 200X – 200X

Howard Hughes Medical Institute Pre-doctoral Fellowship 200X – 200X

Student Travel Fellowships, International Symposia on Subtypes of Muscarinic Receptors	200X, 200X
Best student poster award, Chicago Signal Transduction Symposium	200X
Best student poster award, Great Lakes Chapter of the American Society for Pharmacology and Experimental Therapeutics	200X, 200X
Finalist, Northwestern University Sigma Xi research presentation competition	200X
Faculty honors, Northwestern College, IA (awarded to two graduates each year)	200X

ADDITIONAL ACTIVITIES AND HONORS:

Faculty honors, Northwestern College, IA (Awarded to two graduates each year)
Procured a lab discount on restriction enzymes in exchange for stocking and monitoring inventory in an on-site supply freezer

"The Epic of Creation" lecture series, Chicago Center for Religion and Science/Lutheran School of Theology Chicago

Homecoming alumni speaker, Northwestern College, IA

NAIA All-America, Volleyball and Track/Field

GTE-CoSIDA Academic All-American and player of the year, volleyball

REFEREED PUBLICATIONS:

1. Author, co-authors. "Desensitization and Internalization of the m2 Muscarinic Acetylcholine Receptor are Directed by Independent Mechanisms." *Journal of Biological Chemistry* **270:** 29004-2901, 200X.

2. Author, co-authors. "Two Homologous Phosphorylation Domains Differentially Contribute to Desensitization and Internalization of the m2 Muscarinic Acetylcholine Receptor." *Journal of Biological Chemistry* **272:** 14152-14158, 200X.

3. Author, co-authors. "Internalization of the m2 Muscarinic Acetylcholine Receptor: Arrestin-independent and -dependent pathways." *Journal of Biological Chemistry* **272:** 23682-23689, 200X.

4. Author, co-authors. "Arrestin-independent Internalization of the m1, m3, and m4 subtypes of Muscarinic Cholinergic Receptors. *Journal of Biological Chemistry* **271:** 12967-12972, 200X.

INVITED REVIEWS:

1. Author, co-authors. Molecular events associated with the regulation of signaling by M2 muscarinic receptors. *Life Sciences,* **64:** 363-8, 200X.

2. Author. Quick Guide: The Proteasome. *Current Biology* **8:** R902, 200X.

3. Author, co-authors. Desensitization of G-protein coupled receptors in the cardiovascular system. *Annual Review of Physiology,* **61:** 169-92, 200X.

4. Author, co-authors. "Tbe Role of G-protein Coupled Receptor Kinases in the Regulation of Muscarinic Acetylcholine Receptors" in *Cholinergic Mechanisms: From Molecular Biology to Clinical Significance* (*Proceedings of the Ninth International Symposium on Cholinergic Mechanisms*), Progress in Brain Research (1996), K. Loffelholz and J. Klein, eds., Elsevier.

SELECTED ABSTRACTS (National and International Meetings):

1. Author, co-author. (200X) Agonist-dependent phosphorylation of the m2 muscarinic acetylcholine receptor: Two phosphorylation domains possess distinct regulatory roles. Seventh International Symposium on Subtypes of Muscarinic Receptors. Vienna, VA.

2. Author, co-author. (200X) Agonist-dependent phosphorylation of the m2 muscarinic acetylcholine receptor: Two phosphorylation domains possess distinct regulatory roles. ASBMB Fall Symposium, Molecular Recognition in G Protein Signaling. Keystone, CO.

3. Author, co-author. (200X) G-protein coupled receptor kinase activity is required for rapid desensitization of the m2 muscarinic acetylcholine receptor but not for receptor sequestration. Ninth International Conference on Second Messengers and Phosphoproteins. Vanderbilt University, Nashville, TN.

4. Author, co-author. (200X) Muscarinic acetylcholine receptor desensitization: effects of dominant-negative bARK1. International Symposium on Subtypes of Muscarinic Receptors, Fort Lauderdale, FL.

SELECTED SEMINARS:

1. "Suppressors of mutation in sen3, an essential proteasome regulatory subunit." University of Chicago yeast group seminar series, June 200X.

2. "Allosterism and protein-protein interactions in regulation of G-protein coupled receptors." Northwestern College (IA) invited lecture, October 200X.

3. "Agonist-dependent phosphorylation of the m2 muscarinic acetylcholine receptor: Two phosphorylation domains possess distinct regulatory roles." Seventh International Symposium on Subtypes of Muscarinic Receptors, November, 200X.

4. "Functional and structural basis for m2 muscarinic acetylcholine receptor desensitization." Howard Hughes Medical Institute Predoctoral and Physician Postdoctoral Fellows meeting, June 200X.

5. "Receptor desensitization in cardiac regulation", Northwestern College (IA) biology department seminar series, March 200X.

6. "Role of G-protein coupled receptor kinases in m2 muscarinic acetylcholine receptor desensitization." Northwestern University Sigma Xi competition, April 200X.

7. Annually presented a formal department seminar at Northwestern University Department of Molecular Pharmacology and Biological Chemistry.

REFERENCES: ***(Can be a separate last page. Make sure you include your contact information at the top, in case it gets separated when copies of your vita are made.)***

Post doctoral adviser
Department
University
Address
City, State, Zip Code
(999) 999-9999
email address

Doctoral Adviser
Medical School
Address
City, State, Zip Code
(999) 999-9999
email address

3rd recommender
Department
University
Address
City, State, Zip Code
(999) 999-9999
email address

Portions of this sample were excerpted from the Chronicle of Higher Education website, http://www.chronicle.com/jobs. See the website articles in the "Career Talk" section.

POSSIBLE CATEGORIES TO INCLUDE IN A VITA

Contact Information
- Name
- Address
- Phone number
- Email address

Education
- Degrees
- Institutions
- Dates
- Theses
- Dissertations
- Dissertation chairperson

Honors/Awards
- Scholarships
- Fellowships
- Academic awards
- Special honors or distinctions

Grants
- Active, Pending, Former

Extracurricular activities
- Clubs/activities
- Leadership
- Volunteerism

Professional Memberships

Foreign Study
- Study abroad
- Travel abroad

Language Competencies

Computer Skills
- General software
- Industry software
- Statistical packages
- Programming languages

Postdoctoral Training

Professional Interests

Professional Experience
- Internships
- Employment
- Consulting

Clinical Interests

Clinical Experience
- Practica/Internships
- Field work

Research Interests

Research Experience
- Independent study
- Research assistantships
- Projects underway
- Other research experience

Teaching Interests

Teaching Philosophy

Teaching Experience
- Teaching assistantships
- Invited Speaker
- Selected Seminars
- Other teaching experience

Administrative Appointments

Publications
- Published papers
- Books
- Articles
- Manuscripts under review
- Manuscripts in progress
- Invited Reviews/Book Chapters
- Selected Abstracts

Professional Activities
- Conferences attended
- Conference presentations
- Conference participation
- Conference leadership
- Supervisory Experience
- Workshops and conventions
- Workshop presentations

Academic Service
- Faculty leadership
- Committee leadership
- Departmental leadership
- Professional association leadership and activities
- University involvement
- Editorial Boards of Scientific Journals
- Reviewer of Scientific Papers and Grant Applications
- Other professional service

Professional Certification
- Licensure
- Certificates
- Special training

Dossier
- Credentials
- References

Community Service

Other/Additional

MARY STUDENT

123 Any Street
Anytown, GA 12345

(404) 123-4567
mary@emailserver.com

OBJECTIVE

To obtain a position in corporate training and curriculum development using skills in teaching, writing, and research.

SKILLS SUMMARY

Over 5 years experience in teaching and presentation of high-level course material to audiences of varying skill level. Experienced in design and development of course materials, including learning objectives, interactive assignments, and student evaluation. Extensive background in conducting of in-depth research, including data collection and analysis and written reporting of findings. Proficient in technology applications used in educational settings.

EDUCATION

Northwestern University, Evanston, IL — December 200X
Ph.D., Molecular Pharmacology and Biological Chemistry

Northwestern College of Iowa, Orange City, IA — May 200X
Bachelor of Arts, Biology/ Health Sciences, *summa cum laude*

RELATED EXPERIENCE

Adjunct Instructor, Trinity Christian College, Palos Heights, IL — Fall 200X, Spring 200X

- Taught biology and genetics courses twice per week to 2 classes consisting of approximately 30 students each
- Designed syllabus for full 15-week course, including laboratory assignments and group projects
- Built a website for collaborative use by students. Wrote all site content, including instructional guides to assist students in completing assigned projects. Site also contained links to helpful resource materials and other course material.
- Counseled students on academic progress. Devised individualized action plans with students having difficulty mastering coursework.

Guest Lecturer, Northwestern College, Orange City, IA — 200X

- Developed and delivered presentations on a variety of topics for audiences ranging from 25 to 150 people. Level of participants ranged from first-year undergraduates to doctoral candidates.
- Chaired small- group discussions designed to facilitate learning of material
- Supervised 50 students in writing 20-page research papers

Doctoral Candidate, Northwestern University, Evanston, IL — 200X-200X

- Conducted 3 major research projects from design to completion in 4 ½ years. Planned and implemented each phase of research, including experiment design, data collection and analysis, and written reporting of findings.
- Authored or co-authored 5 published articles in refereed scientific journal, *Journal of Biological Chemistry*.
- Completed 250-page dissertation one month ahead of schedule for defense. Successfully defended dissertation on first attempt.

Teaching Assistant, Northwestern University, Evanston, IL — 200X

- Gained core competencies in teaching skills through attending lectures and observing department faculty.
- Led review and discussions sessions twice per week with approximately 75 students.
- Wrote exam questions and graded all tests and assignments.

ADDITIONAL SKILLS

Proficient in Microsoft Office applications, internet research, SPSS, and other statistical packages.
Fluent in speaking, writing, and reading Spanish; Conversational fluency in French

Do's and Don'ts of Writing a C.V.

Do's:

- Proofread the vita and have it reviewed
- Keep your vita current
- Make sure your vita is visually appealing
- Use a laser printer or good-quality photocopier to produce your document
- Use quality bond paper or paper with some texture if sending it by mail
- Use concrete, active language
- Send a cover letter with your CV
- Check for accuracy, proofread, and use a positive tone
- Make it clear, concise, complete, consistent, and current

Don'ts:

- Print on both sides of the page
- Use strange fonts, colors, or graphics
- Use odd-sized paper or unusually colored paper
- Use humor or clever/cute-phrasing
- Include irrelevant personal information (no birth date, marital status, ethnicity)
- "Pad" the C.V.
- List false information

Do's and Don'ts of Writing a Resume

Do's:

- Think of your resume as a sales brochure rather than an autobiography
- Show the reader why you're a good match for their particular position
- Make sure your resume is visually appealing and easy to read at a glance
- Have several versions of your resume, with each one targeting a particular job or field.
- Be selective in the experiences you choose to include
- Use bullets to separate each description
- Use action verbs begin each description
- Send a cover letter with your resume
- PROOFREAD, PROOFREAD, PROOFREAD!
- Make it clear, concise, complete, consistent, and current
- Try to keep to one page (Two pages maximum if you have extensive related experience)

Don'ts:

- Make it difficult for your reader to find relevant information
- Use strange fonts, colors, or graphics
- Use odd-sized paper or unusually colored paper
- Use humor or clever/cute-phrasing
- Include irrelevant personal information (no birth date, marital status, ethnicity)
- Use any font size smaller than 11pt. or fancy fonts that are hard to read.
- List false information

ADDITIONAL RESOURCES

The Career Center offers a number of services to assist you in writing your curriculum vitae. In addition to one-on-one appointments with staff counselors, the Career Center also offers critiquing services for vitas.

In the Career Center library, you will have access to publications to help craft the curriculum vitae. You are encouraged to make use of these resources. The Career Center library is open during the regular business hours of the Career Center.

In addition to the Career Center, professors, and professionals in your field, there are some other resources available to you:

Resources

Prepare Your Curriculum Vitae by Acy L. Jackson

The Curriculum Vitae Handbook: How to Present and Promote Your Academic Career by Rebecca Anthony and Gerald Roe

The Academic Job Search Handbook by Mary Morris Heiberger and Julia Miller Vick

Job Search in Academe: Strategic Rhetorics for Faculty Job Candidates by Dawn M. Formo and Cheryl Reed

Websites

http://chronicle.com/jobs

http://gradschool.about.com

www.umt.edu/career/cv.htm

www.cpp.umich.edu/cpp/test/Careerguides/Cvpub2000.htm

WHAT DO EMOPLOYERS LOOK FOR IN CVS AND RESUMES

Winfield Sale, Ph.D., Professor
Cell Biology
Emory University School of Medicine

How Academic Search Committees Screen Applications

Appearances count: poorly formatted materials make bad impression. Make it easy for the search committee members to read your CV and identify your achievements.

1) Publications:

The first item most of us look at is your publication record. To most, this is more important than where you trained or how famous your mentor is. From your publications, we can tell:

- what your interests are
- your productivity (relative to time in training and the nature of your experimental systems)
- your ability to focus and finish
- the caliber of your work

2) Research Plan:

Your research plan, like a good grant application, can not be too clear. The plan needs to be concise, illustrating the clarity of your thinking, ability to organize and express yourself. Again, be concise (few pages). Figures & diagrams can to help illustrate your main ideas and hypotheses and your approaches.

- The opening paragraph should indicate your overall interests as well as your specific focus.
- Overview of field – what are the major questions? And, within this list of questions, which will you focus upon?
- What is the significance of the work and rationale for your particular focus.
- List your major aims.
- Describe your experimental approaches (system, major technical approaches).
- Discuss the likelihood of success (preliminary data and reagents, familiarity with system and techniques). Consider alternative questions and approaches.

3) Letters:

- The assumption is that all letters are supportive (*particularly strong letters stand out).*
- Be sure to keep your letter writers up-to-date on your productivity and contributions.
- Have letters sent whether they are asked for or not. However, do NOT send letters if the advertisement for the position specifically say not to.

4) Cover letter:

- Usually neutral; however, a poorly written letter can do harm.
- Introduce yourself: current position, overall interests and goals, specific research focus, teaching experience.