

General Tips for Resumes and CVs

General best practices:

- Perfect spelling and grammar
- Legible font, font size (e.g. Arial, Calibri, Times)
- Simple consistent formatting; clear delineation among sections. 1" margins – can be adjusted, as long as other visual aspects can be maintained
- Use pdf to share electronically
- Use white or beige background for hard copies, minimize use of color, graphics.
- Pre-made formats are ok, e.g. for resumes, left panel with key info, as long as they are not visually distracting.

Start by creating a source document

- For your use only: create a catalog all your activities and accomplishments post high-school.
- Example: make a table: Dates, Type of experience, Description of the experience, Location/organization
- This can include all efforts that typically may be considered unrelated to your career (e.g. volunteered at an animal shelter). These experiences can highlight skills you may need to show for a job that you may apply to.
- Use this document when creating a Resume or CV for a particular job – select experiences that highlight required skills.

Resumes:

- Keep to 2-pages: have name and page number on subsequent pages.
- Keyword searches
- Skills and Techniques
- Describe research, experiences with applied approach

Sections:

- **Header: Name** (PhD when you have it), most visible – in a larger font than the rest. Typically centered or
- **Contact information** – preferably not more than 2 or 3 lines. Physical address is optional - consider if mentioning location is important. Include professional social media profiles here:
 - **LinkedIn profile** – develop profile for this purpose.
 - To get started, your profile can simply regurgitate your CV, but learn ways to grow the profile.
 - The LinkedIn profile can be more CV like, i.e. add sections with information about activities that reflect skills
 - If you are applying to a variety of jobs, keep wide range of skills so it is relevant to the range of jobs you may be applying to.
 - General rule of thumb: Consider your field, and see what social media spaces professionals and employers in your field are in
 - Currently, several people in science use Twitter professionally.

- Create a profile in relevant social media spaces, follow/connect with the people you are interested in
 - **Summary/Profile:** Write a short summary/profile, not more than 2-3 lines.
 - Objective also an option: e.g. “seeking a research position in Boston, MA”. Typically, best at the top of a resume.
 - **Skills:** preferably bullets, typically best at the top of the resume, summarizing skills relevant to main job requirements. Use numbers to communicate qualifications. List particular techniques/methods, software and level of experience.
 - **Experience:**
 - Include bullets with keywords regarding specific tasks that highlight your skills.
 - Try to structure each bullet to include situation, action, result.
 - Use action verbs (e.g. https://www.oacd.health.pitt.edu/sites/default/files/video-additional-files/sample_action_verbs.pdf)
 - Consider using bold-face for details that need to stand out for a particular role. These keywords, details, skills ideally should match the role you are applying for.
 - Use metrics (numbers, percentages) to describe results –
 - e.g. Mentored 5 undergraduate researchers and 2 lab rotation students.
 - e.g. Raised \$1000 budget for 50-member student organization
 - **Additional relevant experience – You can add sections that are relevant to the role you are applying for:**
 - e.g. Management experience section
 - e.g. Leadership experience section
 - e.g. Relevant Publications and Presentations section, with name bolded in list
 - e.g. Relevant Professional Society Experience
 - **Education**
 - Reverse chronological order. Use years.
 - Degree, Program, University
 - Thesis title, GPAs, mentor name not important for most jobs, but consider the role when making this decision
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CVs:

Sections: - Order of Sections is variable.

CVs typically tell your entire story.

- Header, name, contact info
- Academic Appointments (typically faculty CVs) – this can go below education and training as well.
 - Years, title, affiliation
- Education (post High School) – reverse chronological order
 - Years, title, institution, advisor if applicable
- Training (can be combined with Education – useful if research training pre-graduate)

- school, or post-graduate school, for example)
 - Years, title, institution, advisor
- Certifications, Licensures (if relevant)
 - Years, certification
- Employment (relevant jobs not related to training)
 - Years, title, organization
- Fellowships
 - Years, fellowship title, awarding body
- Honor and Awards (fellowships can be listed here instead of separate)
 - Years, award title, awarding body
- Professional Organizations – can be moved later in the CV
 - Years, Organization name and abbreviation
- Peer-reviewed publications
 - Authors, year, title, journal – can use a preferred format, but be consistent
- Teaching
 - Start Term, Year – End Term, Year (open, if ongoing); Course name, Institution, number and type of students.
- Mentoring (individual advising, subdivided by type of mentee – e.g. peers, lab tech, undergrad, etc)
 - Start Month/Term, Year – End Month/Term, Year, Student name, affiliation
- Service (divide into internal e.g. university or external e.g. societies)
 - Years, Title in committee/organization, Name of committee/organization
 - If conference – location of conference
- Peer review Activities (Journals, grants)
- Volunteer Work (relevant non-academic work)
- Technical Skills
- Invited Talks
 - Month, year, event, location
- Conference Presentations
 - Authors, title, meeting, year, location
- Book chapter and invited reviews
- Grant Support