



Introduction to CVs and Resumes

“no rules, just right”

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Agenda

- Context for CV and Resume Preparation
- Anatomy of a CV
- Anatomy of a Resume
- Weblinks and Books
- Sign up for CV/Resume Review

Introduction to CVs and Resumes

The Purpose of a CV or Resume
in a Job Search
is to

SECURE AN INTERVIEW

Introduction to CVs and Resumes

There is only ONE job:

PROBLEM-SOLVER

Introduction to CVs and Resumes

**Job Searcher Tip:
Research Potential Employers
to Identify Their Top Problems**

Where?

- Organization website
- Professional associations/conferences
- "Competitors"
- Colleagues/Mentors
- Publications
- Grant agencies

Introduction to CVs and Resumes

Demonstrate Your Problem-Solving Ability Through:

- Experience
 - research, teaching, grants, publications, ??
- Skills
- Education
- Personality Traits

Introduction to CVs and Resumes

Personality Traits Employers Seek

- Communication
- Hard Work/Energy
- Intelligence
- Self-confidence
- Accepts responsibility
- Initiative
- Leadership
- Common Sense
- Imagination
- Flexibility
- Interpersonal Skills
- Handles conflict/stress
- Self knowledge/focused
- Accomplishments

Introduction to CVs and Resumes

Levels of Proof in a Job Search

- I can **DO** the job
- I can **PROVE** I can do the job
- I can do the job the **WAY YOU WANT IT DONE**

Introduction to CVs and Resumes

YOUR GOAL:
To demonstrate
that you can
solve:

- **Similar** problems in **Similar** environments
- **Similar** problems in **Different** environments
- **Different** problems in **Similar** environments

	Similar problem	Different problem
Similar environment	X	X
Different environment	X	

You must be able to clearly demonstrate your ability to solve the employer's problems [the way they want them solved].

Introduction to CVs and Resumes

Be Strategic!

The Most Successful Job Searchers
TAILOR
their CVs or Resumes
for
EACH JOB OPPORTUNITY

Introduction to CVs and Resumes

CV Overview

- Academic version of a resume.
- Use when scholarship is relevant to position or for academic audience.
- Emphasizes *academic achievement*.
- Format to highlight your academic strengths.
- Favor completeness over brevity.
- Use content to strategically position for interview.
- Always keep it current.

Introduction to CVs and Resumes

CV Guidelines

- Be 100% accurate.
- Maximum impact, minimum words.
- Take employer's point of view.
- List sections in order of your strengths.
- Heading/sub-headings should guide reader.
- Include teaching and research experience in detail.
- Do not include personal information.
- Check with colleagues/mentors for conventions within your discipline.

Introduction to CVs and Resumes

EXAMPLE OF A CV FORMAT

- **Contact information**
- Summary (optional)
- **Education**
- Honors and Awards
- **Postdoctoral/Fellowship experiences**
- **Professional and Relevant Experience**
 - Subheadings could include: Teaching Experience, Research Experience, Employment
- **Publications and presentations**
 - If > 3 presentations, may be separate section
- Grants and Awards
- Academic or Research Interests
- Additional Options: Licenses/certifications, Community Service, Professional Affiliations, Educational Travel, Foreign Language Abilities
- Citizenship/Work Visa Status

Introduction to CVs and Resumes

Contact Information – CV

- Name
 - Name must match credentials
- Addresses
 - Home, Work
- Phone Number
 - Cell, Home, Work
 - Professional, easy to understand
- E-mail
 - UVA email ok
- Website

Introduction to CVs and Resumes

Summary or Profile –CV

- Optional
- Synopsized preview of what follows.
- Focuses reader on what to expect.
- Your opportunity to frame how you want to be viewed.
- Like opening remarks in a jury trial, make sure rest of document supports your case.

Introduction to CVs and Resumes

Education – CV

- Degrees/Schools
- List in reverse chronological order – start with most recent
- Related coursework if desired
- Detail on dissertation/research could go here
- Honors and awards could go here
- Could put fellowships here

Introduction to CVs and Resumes

Experience - CV

- Title, organization, location, dates of experience (reverse chronological order)
- Decide CV organization/headers based on employer problems and interests
- Use sub-headers to highlight your strengths
- Describe substantive detail based on importance to employer
- Mention key mentors when they add to your argument
- Be **SMART**:
 - **S**uccinct
 - **M**easurable results
 - **A**ction verbs
 - **R**eliable information
 - **T**imes/dates
- Publications/presentations are part of academic experience

Introduction to CVs and Resumes

Additional Categories –CVs

-include based on relevancy-

- Scholarships, honors & awards
- Affiliations (social, honorary & professional)
- Professional Service
- International travel
- Presentations and Publications
- Language abilities
- Skills (computer, scientific equipment, etc.)
- Citizenship, Visa/Work status

Introduction to CVs and Resumes

Go to Examples
of
Teaching and Research CVs

(examples from University of Pennsylvania Career Services)

Department of Bacteriology
University of California, Davis
(530) 75x-xxxx

2413 Main Street
Davis, California 95616
(530) 55x-xxxx
E-mail: easamuel@ucdavis.edu

EDUCATION

Ph.D., Microbiology, University of California, Davis. Degree expected Spring 20xx.
Dissertation: Analysis of the regulation of leucine biosynthesis by ppGpp in *Escherichia coli*.
Advisor: Dr. Sara Smith.

Master of Science, Microbiology, California State University, Long Beach, August 19xx.
Thesis: Restriction endonuclease analysis of the satellite DNA component from two extremely halophilic bacteria. Advisor: Dr. Paul Jones.

Bachelor of Science, Biological Sciences, University of California, Davis, June 19xx.

AREAS OF SPECIALIZATION

(Optional - see Qualification Summary on pg. 31 for format.)

RESEARCH EXPERIENCE

Doctoral Research, UC Davis, 6/xx - present.

Conceived and optimized novel selection procedures using *leu::Mud::lac* fusions to isolate 1) mutations in the leucine promoter, and 2) unlinked mutations that give rise to decreased expression of biosynthesis in *Escherichia coli*. Genetically mapped unlinked mutations. Future work involves analysis in an S-30 *in vitro* system and cloning of the mutants. Dr. Sara Smith, Department of Bacteriology.

Masters Research, CSU Long Beach, 9/xx - 8/xx.

Isolated and characterized the satellite DNA component from *Halobacterium* sp. by density gradient centrifugation and restriction endonuclease analysis. Dr. Paul Jones, Department of Microbiology.

Research Assistant, Veteran's Administration Medical Center, Long Beach, 9/xx - 9/xx.

Collected, maintained and statistically evaluated data for ongoing studies including drug evaluations, immunological studies, iron therapy studies and studies on long-term dialysis patient care. Dr. Khosrow Mirahmadi, Medical Hemodialysis.

TEACHING EXPERIENCE

Associate-In, Bacteriological Techniques Laboratory, UC Davis, 9/xx - 12/xx.

Lectured on and demonstrated new techniques. Graded laboratory write-ups. Dr. William Wolff, Department of Microbiology.

Teaching Assistant, Bacterial Genetics and Physiology Laboratory, UC Davis, 9/xx - 6/xx.

Pre-ran experiments and produced detailed protocols for new experiments. Demonstrated techniques and assisted students in everyday laboratory routines. Dr. Paul Jones, Department of Biology.

PUBLICATIONS

Smith, S., and E. A. Samuel. 19xx. Use of M13mp phages to study gene regulation, structure and function: cloning and recombinational analysis of genes of the *E. coli* leucine operon. *J. Bact.*:26: 147.

Samuel, E. A. 19xx. Bacteriological Projects for Biological Sciences I Students. (In-house publication)

ABSTRACTS AND PRESENTATIONS

Samuel, E. A., and S. Smith. Use of *leu::lac* fusions to isolate leucine operon regulatory mutations in *Escherichia coli*. Presented at the 19xx Annual Meeting of the American Society for Microbiology.

ACADEMIC SERVICE

- Chairperson, Microbiology Graduate Student Association, UC Davis (19xx - present).
- UC Student Representative to the Board of Admissions and Relations with Schools Subcommittee on Research (19xx-19xx).

PROFESSIONAL AFFILIATIONS

- American Association for the Advancement of Science (AAAS).
- American Society for Microbiology (ASM).

RESEARCH GRANTS

- Co-authored proposal for National Institutes of Health (NIH). Funded \$65,000. (Principle Investigator: Don Pruitt, Ph.D.)

HONORS

- Recipient, Outstanding Graduate Student Teaching Award, UC Davis, May 20xx.

REFERENCES

Sara Smith, Ph.D. ssmith@ucdavis.edu
Department of Microbiology, University of California, Davis, CA 95616 530-75x-xxxx

Don Pruitt, Ph.D. dpruitt@ucdavis.edu
Department of Microbiology, University of California, Davis, CA 95616 530-75x-xxxx

Paul Jones, Ph.D. pjones@ucdavis.edu
Department of Biology, California State University, Long Beach, CA 95616 530-75x-xxxx

William T. Wolff, Ph.D. wwolff@ucdavis.edu
Department of Microbiology, University of California, Davis, CA 95616 530-75x-xxxx

Placement file available from Education and Graduate Placement, The Internship and Career Center, South Hall, University of California, Davis, CA 95616, 530-752-7841.

Curriculum Vitae

Name

Office Phone
Address Fax
Email

Current Position

Postdoctoral Research Associate University of Pennsylvania School of Medicine
2004-Present Department of Psychiatry
Division of Weight and Eating Disorders

Education

Ph.D. University at Albany, the State University of New
2004 York, Albany, NY
Clinical Psychology, APA Accredited

Predoctoral Internship Medical University of South Carolina and the
August 2003-July 2004 Department of Veterans Affairs Medical Center
Consortium, Charleston, SC
Behavioral Medicine Track, APA Accredited

Master of Arts University at Albany, the State University of New
2001 York, Albany, NY
Clinical Psychology, APA Accredited

Bachelor of Science Oklahoma State University, Stillwater, Oklahoma
1999 Psychology
Magna Cum Laude

Honors and Awards

Association for Advancement of Behavior Therapy, Obesity and Eating Disorder Special
Interest Group Student Researcher Award, 2004

Phi Kappa Phi National Honor Society, Oklahoma State University, 1999

Psi Chi National Psychology Honor Society, Oklahoma State University, 1998

Oklahoma State University General Honors Award, 1997

Certifications and Training

New England Educational Association Cape Cod Symposium, Training in mindfulness
meditation conducted by Marsha Linehan, Ph.D., 2002

Behavioral Activation for Depression, Training conducted by Michael Addis, Ph.D.,
2002

Cooper Institute, Training in lifestyle physical activity for weight loss, 2002

Research Interests

Obesity
Night Eating Syndrome
Eating Disorders
Body Image

Research Experience

Postdoctoral Research Associate University of Pennsylvania School of Medicine
August 2004-present Department of Psychiatry, Division of Weight and
Eating Disorders
Project: Characterizing the Night Eating
Syndrome, Sponsor: National Institutes of Health;
R01 DK056735-05
Supervisor/PI: Albert J. Stunkard, M.D.

Psychology Intern Charleston Consortium Psychology Internship
2003-2004 Program
Projects:
(1) Smoking Status and Weight Loss
(2) Metabolic Syndrome and Weight Loss
Supervisor: Patrick M. O'Neil, Ph.D.

Graduate Research Assistant University at Albany, Department of Psychology
1999-2003
Major Projects:
(1) Mindfulness-Based Behavioral Treatment for
Obesity
(2) Lifestyle Challenge Behavioral Weight Loss
Program
(3) Sibutramine Randomized Clinical Trial for
Binge Eating Disorder
(4) Impact of General and Body-Specific Anxiety
on
Body Image
(5) Impact of Teasing History in an Underweight
Population
(6) Correlates of Weight Gain During the Freshman
Year of College
Supervisor: Drew A. Anderson, Ph.D.

Undergraduate
Research Assistant
1998-1999

Oklahoma State University, Department of
Psychology
Project: Impact of Sexual Assault and Alcohol Use
on Re-Victimization
Supervisor: Brian Marx, Ph.D.

Undergraduate
Research Assistant
1997-1999

Oklahoma State University, Department of
Psychology

Projects:

- (1) Emotional Expressivity Versus Experienced Emotion in High Trauma, Low Trauma, and No Trauma Populations
- (2) Impact of Stressful Life Events on Cognitive and Emotional Processing and Behavior
- (3) Impact of Major and Minor Life Events on Current Functioning

Supervisor: Susan M. Orsillo, Ph.D.

Grants Funded

October 2002	University at Albany Department of Psychology Graduate Research Grant, \$1,000.00
September 2002	University at Albany Graduate Student Organization Research Grant, \$420.00
February 2001	University at Albany Graduate Student Organization Research Grant, \$650.00
February 2001	University at Albany Department of Psychology Graduate Research Grant, \$500.00
October 2000	University at Albany Graduate Student Organization Travel Grant, \$400.00

Grants Submitted

March 2006	University of Pennsylvania, University Research Foundation Title of Project: Studies of Night Eating Syndrome in a Swedish Twin Population; Amount: \$49,193 Role: Co-Investigator; Under review
November 2005	University of Pennsylvania Genomics Institute Seed Grant, Title of Project: A Study of Night Eating Syndrome in a Swedish Twin Population, Amount: \$88,658 Role: Co-Investigator; Outcome: Not funded
November 2005	University of Pennsylvania, University Research Foundation Title of Project: A Study of Night Eating Syndrome in a Swedish Twin Population; Amount: \$48,100 Role: Co-Investigator; Outcome: Not funded

Grants in Preparation

To be submitted October 2006 National Institutes of Health/National Institute of Diabetes and Digestive and Kidney Diseases
Title of Project: Eating Patterns and Associated Health Outcome among US Adults Enrolled in NHANES III
Mechanism: PA 06-151, R21
Role: Co-Investigator

Teaching Interests

Psychopathology/Abnormal Psychology
Obesity and Eating Disorders
Health Psychology
Cognitive-Behavioral Theory and Therapy
Journal Club and Scientific Writing

Teaching Experience

Instructor

Abnormal Psychology, University at Albany, May 2003
Child Behavior Disorders, University at Albany, May 2001
Introduction to Psychology, University at Albany, May 2001

Co-lecturer

Psychiatry Clerkship (4th year medical students), Medical University of South Carolina,
February 2004-April 2004

Guest Lecturer

Psychiatry Clerkship (2nd year medical students), University of Pennsylvania School of Medicine; Lecture on Eating Disorders, March 2006
Psychiatry Clerkship (2nd year medical students), University of Pennsylvania School of Medicine; Lecture on Eating Disorders, December 2005
Mad, Bad, and Sad: Defining, Preventing, and Treating Mental Disorders in Children, University of Pennsylvania; Lecture on Eating Disorders and Obesity among Children and Adolescents, October 2005
Psychiatry Clerkship (2nd year medical students), University of Pennsylvania School of Medicine; Lecture on Eating Disorders, March 2005
Psychiatry Clerkship (2nd year medical students), University of Pennsylvania School of Medicine; Lecture on Eating Disorders, January 2005
Prevention and Treatment of Mental Disorders, University of Pennsylvania; Lecture on Eating Disorders and Obesity, December 2004
Abnormal Psychology, University at Albany; Lecture on Anorexia Nervosa and Binge Eating Disorder, March 2000

Pedagogy Training

Mentor the Mentor Seminar Series, University of Pennsylvania, Spring Semester 2006
Graduate Teaching Assistant Practicum, University at Albany, September 2000-December 2000

Undergraduate Teaching Assistant, Abnormal Psychology, Oklahoma State University,
August 1998-December 1998

Supervisory Experience

Research Assistant Supervisor, University of Pennsylvania School of Medicine,
Department of Psychiatry, Division of Weight and Eating Disorders, August
2004-present

Undergraduate Research Assistant Supervisor, University at Albany, 1999-2003

Clinical Experience

Postdoctoral Associate
August 2004-present
University of Pennsylvania School of Medicine,
Department of Psychiatry, Division of Weight and Eating
Disorders; Administered the Structured Clinical Interview
for DSM-IV and the Eating Disorder Examination;
Provided treatment for multi-site obesity treatment
outcome study (The Safety and Efficacy of Low and High
Carbohydrate Diets; R01 AT01103-01)
Clinical Supervisors: Kelly C. Allison, Ph.D. & Gary
Foster, Ph.D.

Psychology Intern
August 2003-July 2004
Charleston Consortium Psychology Internship
Program
Rotations: Weight Management Center, Medical
University of South Carolina Counseling and Psychological
Services, Behavioral Medicine, and Neuropsychological
Assessment Clinic
Supervisors: Patrick M. O'Neil, Ph.D, Alice Q. Libet,
Ph.D., & Mark T. Wagner, Ph.D.

Psychology Trainee
September 2002-May 2003
University at Albany Counseling Center,
Provided psychotherapy to University students
Supervisor: Judith A. Stanley, Ph.D

Psychology Trainee
August 2001-May 2002
University at Albany Counseling Center,
Provided psychotherapy to University students
Supervisor: Joseph Bernier, Ph.D.

Psychology Trainee
September 2000-
May 2001
University at Albany Psychological Services Center,
Provided psychotherapy to community outpatients,
Supervisors: Sharon Danoff-Burg, Ph.D. & John Forsyth,
Ph.D.

Clinical Research Assistant
March 2000-
September 2000
Albany Medical Center and University at Albany,
Sibutramine clinical trial sponsored by Knoll
Pharmaceutical Company; Administered Eating Disorder
Examination for the assessment of Binge Eating Disorder

Supervisor: Drew A. Anderson, Ph.D.

Clinical Research Assistant
September 1999-
February 2002
Albany Medical Center and the University at Albany,
Behavioral Weight Loss Group Treatment Provider;
Facilitated three 20-week treatment programs

Volunteer
June 1998-July 1998
Laureate Psychiatric Hospital and Clinic, Tulsa, OK
Supervisor: Mary Holley, Director of Volunteer Services

Editorial Experience

Editorial Positions

Editor-in-Chief, Association for Advancement of Behavior Therapy Student Special
Interest Group Newsletter, 2001-2002
Associate Editor, Capitol Region Association for Eating Disorders Newsletter, 2000-
2001

Ad hoc Reviewer

Addiction
Cognitive Therapy and Research
Eating Behaviors
Eating and Weight Disorders
Journal of Clinical Psychiatry
Journal of Psychosomatic Research
Palgrave Macmillan
Pearson Education/Prentice Hall
Psychological Assessment
Psychology of Sport and Exercise

Professional Memberships

Academy for Eating Disorders, 2005-present
North American Association for the Study of Obesity, 2000-present
American Psychological Association, 1999-present
Association for Advancement of Behavior Therapy/Association for Behavioral and
Cognitive Therapies, 1998-present

Professional Service

Association for Advancement of Behavior Therapy (AABT)
Student Special Interest Group President, 2000-2001
Student Membership Committee, 1999-2001
Student Special Interest Group President-elect, 1999-2000
Liaison to the University at Albany, 1999-2000

Peer Reviewed Manuscripts Published

Author's Names. (In press). A paradigm for facilitating pharmacotherapy research at a distance: Treatment of the night eating syndrome. *Journal of Clinical Psychiatry*.

Author's Names. (In Press). Familial aggregation in the night eating syndrome. *International Journal of Eating Disorders*.

Author's Names. (In Press). A randomized placebo-controlled trial of sertraline in the treatment of the night eating syndrome. *American Journal of Psychiatry*.

Author's Names. (2006). Prevalence of the night eating syndrome in a psychiatric population. *American Journal of Psychiatry* 163 (1), 156-158 .

Author's Names. (2006). Smoking status and weight loss in three weight loss programs. *Eating Behaviors*, 7, 61-68.

Author's Names. (2004). Cognitive-behavioral therapy for bulimia nervosa: An empirical evaluation of clinical significance. *International Journal of Eating Disorders*, 35 (3), 262-274.

Author's Names. (2004). Fear of Negative Appearance Evaluation Scale: Psychometric Properties and Validation. *Eating Behaviors*, 5 (1), 75-84.

Author's Names. (2004). Teasing in underweight persons: A modification of the perception of teasing scale. *Eating and Weight Disorders: Studies on Anorexia, Bulimia and Obesity*, 9 (2), 139-146.

Author's Names. A survey of graduate training in Empirically Supported and Manualized Treatments: A preliminary report. *Cognitive and Behavioral Practice*, 11, 230-242.

Author's Names. (2004). Assessment of eating disorders: Review and recommendations for clinical use. *Behavior Modification*, 28 (6), 763-782.

Author's Names. (2003). The freshman year of college as a critical period for weight gain: An initial evaluation. *Eating Behaviors* 4 (4), 363-367.

Author's Names. (2003). Weight goals in a college population. *Obesity Research* 11, 274-278.

Author's Names. (2002). Self-reported dietary restraint is associated with elevated levels of salivary cortisol. *Appetite*, 38, 13-17.

Author's Names. (2001). The behavioral treatment of obesity. *The Behavior Analyst Today*, 2 (2) 134-140.

Manuscripts Submitted

Author's Names. ¹²³T-ADAM SPECT Imaging of Serotonin Transporter Binding in Patients with Night Eating Syndrome. Submitted to *Biological Psychiatry*.

Author's Names. The night eating questionnaire (NEQ): Psychometric properties of a screening tool for the diagnosis of night eating syndrome. Submitted to the *International Journal of Eating Disorders*.

Manuscripts in Preparation

Author's Names. Metabolic syndrome and weight loss: Differences between treatment responders and non-responders.

Author's Names. Comparison of psychosocial, behavioral, and biological characteristics of patients with and without metabolic syndrome.

Book Chapters

Author's Names (2004). Eating disorders in the workplace. In J. Thomas & M. Hersen (Eds.), *Psychopathology in the workplace: Recognition and adaptation*. New York: Brunner-Routledge.

Other Publications

Author Name. Night eating syndrome: What healthcare providers need to know. Invited article in press at *Behavioral Health Management*.

Author Name. Behavior therapy: The foundation of obesity treatment. Invited article in press at *the Behavior Therapist*.

Author's Names. Eating disorders in obese individuals. Invited article in press at *Obesity Management*.

Author Name. (2001). Resources for clinical skill building. *AABT Student SIG Newsletter*, 1 (2), 2-3.

Author Name. (2003). Mindfulness meditation and weight loss. *Healing Springs Journal*, 8, 10-11.

Citations in Popular Media

The Washington Post (January 2, 2006), cited in "Night eating syndrome linked to obesity, psychiatric troubles" by Marc Kaufman
Looking Good Now (November/December 2005), cited in "No more diet failures" by Amy Sutton

Invited Presentations

Florida Dietetic Association annual symposium; Presentation on Night Eating Syndrome to be given July 10, 2006.

Conference Presentations

Symposia

Author's Names. (2005, August). Mindfulness, meditation, eating disorders, and obesity: Conceptual and empirical issues. Symposium presented at the annual meeting of the American Psychological Association, Washington, D.C.

Author's Names. (2003, November). *Mindfulness-Based Treatments for Eating Disorders and Obesity: Current Status and Future Directions*. Panel Discussion presented at the annual meeting of the Association for Advancement of Behavior Therapy, Boston, MA.

Author's Names. (2001, November). *Women in academia: Beyond the career vs. family dilemma*. Panel Discussion presented at the annual meeting of the Association for Advancement of Behavior Therapy, Philadelphia, PA.

Author's Names. (2000, November) *Values, goals and standards, oh my: Student-faculty perspectives on graduate training in behavior therapy*. Panel Discussion presented at the annual meeting of the Association for Advancement of Behavior Therapy, New Orleans, Louisiana.

Paper Presentations

Author's Names. (November 2005). *Stress and the night eating syndrome*. Poster presented at the annual meeting of the Association for Behavioral and Cognitive Therapies, Washington, D.C.

Author's Names. (November 2005). *The night eating questionnaire (NEQ): Psychometric properties of a screening tool for the diagnosis of night eating syndrome*. Poster presented at the annual meeting of the Association for Behavioral and Cognitive Therapies Special Interest Group Poster Exposition, Washington, D.C.

Author's Names. (October 2005). *A study of family aggregation in the night eating syndrome*. Poster presented at the annual meeting of the North American Association for the Study of Obesity, Vancouver, British Columbia.

Author's Names. (October 2005). *Metabolic Syndrome and Weight Loss*. Poster presented at the annual meeting of the North American Association for the Study of Obesity, Vancouver, British Columbia.

Author's Names. (October 2005). Maintenance treatment of the night eating syndrome with sertraline, a selective serotonin reuptake inhibitor. Poster presented at the annual meeting of the North American Association for the Study of Obesity, Vancouver, British Columbia.

Author's Names. (April 2004). *A comparison of normal weight and obese night eaters*. Poster presented at the annual meeting of the Academy for Eating Disorders, Montreal, Canada.

Author's Names. (April 2004). *A web-based study of night eating syndrome*. Poster session presented at the annual meeting of the Academy for Eating Disorders, Montreal, Canada.

Author's Names. (2004, November). *Smoking and weight loss in three weight loss programs*. Poster session presented at the annual meeting of the North American Association for the Study of Obesity, Las Vegas, NV.

Author's Names. (2004, November). *Weight loss, weight cycling, and motivational variables among former, current, and never smokers*. Poster session presented at the 38th annual meeting of the Association for the Advancement of Behavior Therapy, New Orleans, LA.

Author's Names. (2003, November). *Dietary restraint is associated with unrealistic goal weights*. Poster session presented at the 37th annual meeting of the Association for the Advancement of Behavior Therapy, Boston, MA.

Author's Names. *College Students' knowledge of nutrition and physical activity recommendations*. (2003, May). Poster presented at the Academy of Eating Disorders International Conference on Eating Disorders, Denver, Colorado.

Author's Names. (2002, November). *The Assessment of Eating Disorders in Clinical Practice: Patterns of Use*. Poster presented at the annual meeting of the Association for Advancement of Behavior Therapy, Reno, NV.

Author's Names. (2002, November). *Perception of teasing in underweight persons*. Poster presented at the annual meeting of the Association for Advancement of Behavior Therapy, Reno, NV.

Author's Names. (2001, November). *Weight and shape goals in a college population*. Poster presented at the annual meeting of the North American Association for the Study of Obesity, Montreal, Canada.

Author's Names. *Weight and eating changes over the freshman year*. Poster presented at the annual meeting of the Association for Advancement of Behavior Therapy, Philadelphia, PA.

Author's Names. (2001, July). *Graduate Student Perspectives on Empirically Supported Treatments*. Poster presented at the meeting of the World Congress of Behavioral and Cognitive Therapies, Vancouver, BC, Canada.

Introduction to CVs and Resumes

Resume Overview

- Non-academic version of a CV.
- Use when **scholarly achievement** is not the primary or **sole criterion**.
- Emphasizes **ability to meet organizational needs**.
- Format to highlight selected, **problem-solving expertise**.
- Emphasize **readability over detail**.
- Use content to strategically position for interview
- Always keep it current.

Introduction to CVs and Resumes

Resume Guidelines

- Be 100% accurate.
- Resumes should be as long as needed- most do not need to be more than 2 pages.
- Maximum impact, minimum words.
- Take employer's point of view.
- List sections in order of your strengths.
- Heading/sub-headings should guide reader.
- Focus on relevant accomplishments and related information.
- Do not include personal information.

Introduction to CVs and Resumes

Example of a Resume Format

- Contact Information
- Profile
- Education
- Experience
 - Administration
 - Research
 - Teaching
- Additional Categories
 - Grants, travel, professional service, citizenship, etc.
- If publications are lengthy, may be a separate document

Introduction to CVs and Resumes

Contact Information – Resume

- Name
 - Name must match credentials
- Addresses
 - Home, Work
- Phone Number
 - Cell, Home, Work
 - Professional, easy to understand
- E-mail
 - UVA email ok
- Website

Introduction to CVs and Resumes

Summary or Profile – Resume

- Synopsized preview of what follows.
- Focuses reader on what to expect.
- Your opportunity to frame how you want to be viewed.
- Like opening remarks in a jury trial, make sure rest of document supports your case.

Introduction to CVs and Resumes

Education - Resume

- Degrees/Schools in reverse chronological order – start with most recent
- List selected, related coursework if supports your target
- Could put Honors and awards here
- Could put fellowships here
- Level of detail on dissertation is directly tied to relevancy to job target
- Location of Education in resume is a strategic decision

Introduction to CVs and Resumes

Experience - Resume

- Title, organization, location, dates of employment (reverse chronological order)
- Describe your accomplishments, experience, skills. ***Show how you solved problems relevant to the employer.***
- Be **SMART**
 - **S**uccinct
 - **M**easurable results
 - **A**ction verbs
 - **R**eliable information
 - **T**imes/dates
- Include what's important to employer – you don't have to include every task.
- Create headers/subheaders so you can list items in order of what's important to employer

Introduction to CVs and Resumes

Additional Categories – Resume

-include based on relevancy-

- Scholarships, honors & awards
- Affiliations (social, honorary & professional)
- Professional Service
- International travel
- Presentations and Publications
- Language abilities
- Skills (computer, scientific equipment, etc.)
- Citizenship, Visa/Work status

Introduction to CVs and Resumes

Go to Examples
of
Resume

(examples from Chronicle of Higher Education and University of Pennsylvania Career Services)

Sample Resume of a Postdoc Interested in Consulting

MARY K. NAME

123 Home Street
City, ST 11111
(215) 555-1212
name@server.com

OBJECTIVE

Position in management consulting. State-of-the-art knowledge of biotechnology. Experience working in teams of international researchers. Ability to communicate complex concepts to many audiences.

EDUCATION

University of Pennsylvania, Philadelphia, PA, Biomedical Graduate Studies February, 2003
Ph.D. in Molecular Biology
GPA 3.9/4.0
NIH Training Grants: Cell and Molecular Biology, 1994 to present, Genetics, 1988-1991

University of Massachusetts, Amherst, MA May, 1995
B.S. in Botany, *cum laude*,
GPA 3.9/4.0, Phi Beta Kappa

RESEARCH EXPERIENCE

University of Pennsylvania, Philadelphia, PA
Postdoctoral Fellow 2003 to Present
Ph.D. Candidate 1997-2003

- Researched gene encoding and DNA sequencing.
- Oriented new researchers to lab, while acting as part of team whose members came from four countries.
- Supervised work of graduate students, including one whose work was published.
- Worked with senior researcher to write successfully funded grant for \$750,000.
- Ordered equipment for new lab and established guidelines for its use.
- Research resulted in joint authorship of nine publications in scientific journals and five presentations at national and international meetings.

TEACHING EXPERIENCE

University of Pennsylvania, Teaching Assistant, 1999 and 2001

- Chosen to deliver lectures and prepare course materials for graduate course (2001).
- Graded exams and prepare materials for first-year graduate courses (1999).

LEADERSHIP

University of Pennsylvania
Genetics Seminar Committee 2002

- Selected and invited outside speakers for student-run seminar series.
- Organized speakers' schedules.

Molecular Biology Graduate Group Admissions Committee 1999-2001

- One of two student representatives elected to serve a two-year term.
- Reviewed and ranked several hundred applications to the graduate program.
- Organized outings for visiting candidates.

NAME

ADDRESS

PHONE • E-Mail • Website

EDUCATION

UNIVERSITY OF PENNSYLVANIA, SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Philadelphia, USA

Ph.D. candidate in Electrical & Systems Engineering

Sep 2001 – May 2006

M.S.E. in Electrical Engineering

- Thesis: "Topology Control and Path Diversity in Wireless Networks."
- Best Graduate Student Presentation Award for quality of presentation and creativity of research – Penn Engineering, 2005.
- Elected graduate student representative to the Chair Search Committee for the Department of Electrical & Systems Engineering.
- Appointed graduate student representative to the University Council Committee on Research.
- Teaching Assistant for Decision Making & Statistics, a course in the Executive Masters in Technology Management program.
- Teaching Assistant in Probability and Networking (graduate courses) and in Digital Communications (undergraduate course).
- Major GPA: 3.9 / Cumulative GPA: 3.8

THE WHARTON SCHOOL, UNIVERSITY OF PENNSYLVANIA

- Taken MBA courses in strategy, operations, and management:
 - Information: Industry Structure and Competitive Strategy
 - Simulation and Dynamic Competitive Strategy
 - Telecommunications Technology and Competitive Strategy
 - Electronic Markets
 - Decision Models and Uncertainty
 - Operations Management: Supply Chain Management
 - Operations Management: Quality and Productivity
 - Management of Technology
- Currently attending: Corporate Finance, Marketing Management, Competitive Strategy.

ACADEMIC PUBLICATIONS

- Authors' Names, "Realizing the Benefits of User-Level Channel Diversity," *ACM Computer Communication Review*, vol. 35, no. 5, October 2005.
- Authors' Names, "Improving Performance Through Channel Diversity in the Presence of Bursty Losses," in *Proceedings of the 19th International Teletraffic Congress (ITC)*, Beijing, China, August/September 2005.
- Authors' Names, "Can Bluetooth Succeed as a Large-Scale Ad Hoc Networking Technology?," *IEEE Journal on Selected Areas in Communications*, vol. 23, no. 3, March 2005.
- Authors' Names, "Forming Connected Topologies in Bluetooth Ad-hoc Networks – An Algorithmic Perspective," in *Proceedings of the 18th International Teletraffic Congress (ITC)*, Berlin, Germany, August/September 2003.

CORNELL UNIVERSITY, COLLEGE OF ENGINEERING

Ithaca, USA

B.S. in Computer Science and Electrical Engineering (double-major)

Sep 1997 – May 2001

Minor in Applied Mathematics

- Dean's Honor List for outstanding academic performance.
- President of the Hellenic Students Association.

EXPERIENCE

JOHN DOE BROS. S.A.

Athens, Greece

Imports/Exports of agricultural machinery – Assistant Manager (part time)

May 2001 – present

- Identified opportunities and successfully implemented a diversification strategy for the company's portfolio.
- Focused on entering the small gasoline/diesel engine market in Greece.
- Evaluated potential suppliers and attended international trade shows.
- Negotiated exclusive distribution agreements with selected suppliers in China, for a business that generates €2 million in revenues.

JOHN DOE & CO. LTD.

Athens, Greece

Holding Company – Founder, Owner and Assistant Manager

Nov 1997 – May 2001

- Founded a Café/Restaurant/Bar located in a suburb of Athens.
- Faced with increased competition and declining margins, repositioned the business from a café to the higher margin retail industry.
- As of June 2000, the company operates a retail clothing store (Red//Green), a business that generates €0.4 million in revenues.
- Identified and negotiated with potential suppliers, determined ways for initial financing, found real estate, hired employees.
- Passed the executive role on to family members. Currently in a non-executive position, with 33.3% ownership of the company.

ADDITIONAL INFORMATION

- Sailing (open sea skipper license), soccer (1st place, Cornell intramural tournament), skiing (silver medal in annual competition of Greek private high schools), swimming, political books.
- Active member of Amnesty International (Greek and US sections).
- Volunteer for the Cornell Alumni Admissions Ambassador Network; currently interviewing prospective students.
- Languages: Greek (native), English (fluent), German (school-level, but eager to improve).

Introduction to CVs and Resumes

References – CV and Resume

- Do not include references in CV or resume document itself unless required:
 - Prepare separate document with same header for references
 - List reference name, title, professional relationship to you, address, fax, telephone, email
- Include key, influential and renowned professors, PIs or other mentors within CV and resume as appropriate
- Provide letters of reference as requested – provided writers with copy of job posting and suggestions for support if appropriate

Introduction to CVs and Resumes

CV and Resume Stylistic Notes

- Use short phrases; **omit needless words.**
- Select crisp, succinct words; delete first person pronouns (I, we) and articles (the, a)
- Select action verbs; omit helping and being verbs (have, had, might, is, am, are, were)
- **Make sure grammar is consistent and correct**
- **Don't include things that don't count or could be used against you**
- Take out things that have negative connotations or are for ego alone
- Quantify when possible
- **Use interesting, powerful words**
- Include keywords if your CV or resume might be scanned

Introduction to CVs and Resumes

CV and Resume Production Notes

- Paper: 8 ½" x 11"; white/off-white.
- Margins: 1" x 1 ½".
- Font: 10-12 (11 is often perfect).
- Bold is preferable to italics/underlining.
- Put name/page number on each page except page one.
- Be consistent and sparing in use of multiple typefaces.
- Laser printer with black in ONLY (delete hyperlinks).
- Do not staple.
- **NO errors, NO errors, NO errors.**
 - Have at least 3 humans review for typos.
 - Spell check does NOT count as a human.

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Introduction to CVs and Resumes

Web links and books

University of Pennsylvania Career Services (sample CVs, resumes)

<http://www.vpul.upenn.edu/careerservices/gradstud/samples.html>

Re-envisioning the Ph.D.

http://depts.washington.edu/envision/project_resources/phd_career/resumes.html

The Chronicle of Higher Education, Career Network Library (especially CV Doctor) <http://chronicle.com/jobs/>

[Curriculum Vitae Handbook: How to Present and Promote Your Academic Career](#)
by Rebecca Anthony and Gerald Roe, ISBN 0-945213-26-3.

[Outside the Ivory Tower: A guide for Academics Considering Alternative Careers](#)
by Margaret Newhouse, ISBN 0-943747-0802

[To Boldly Go: A Practical Career Guide for Scientists](#) by Peter Fiske