Patti Meyer
Office of Career & Professional Development
UC San Francisco

AMC for PhDs:
Transforming your CV or Resume

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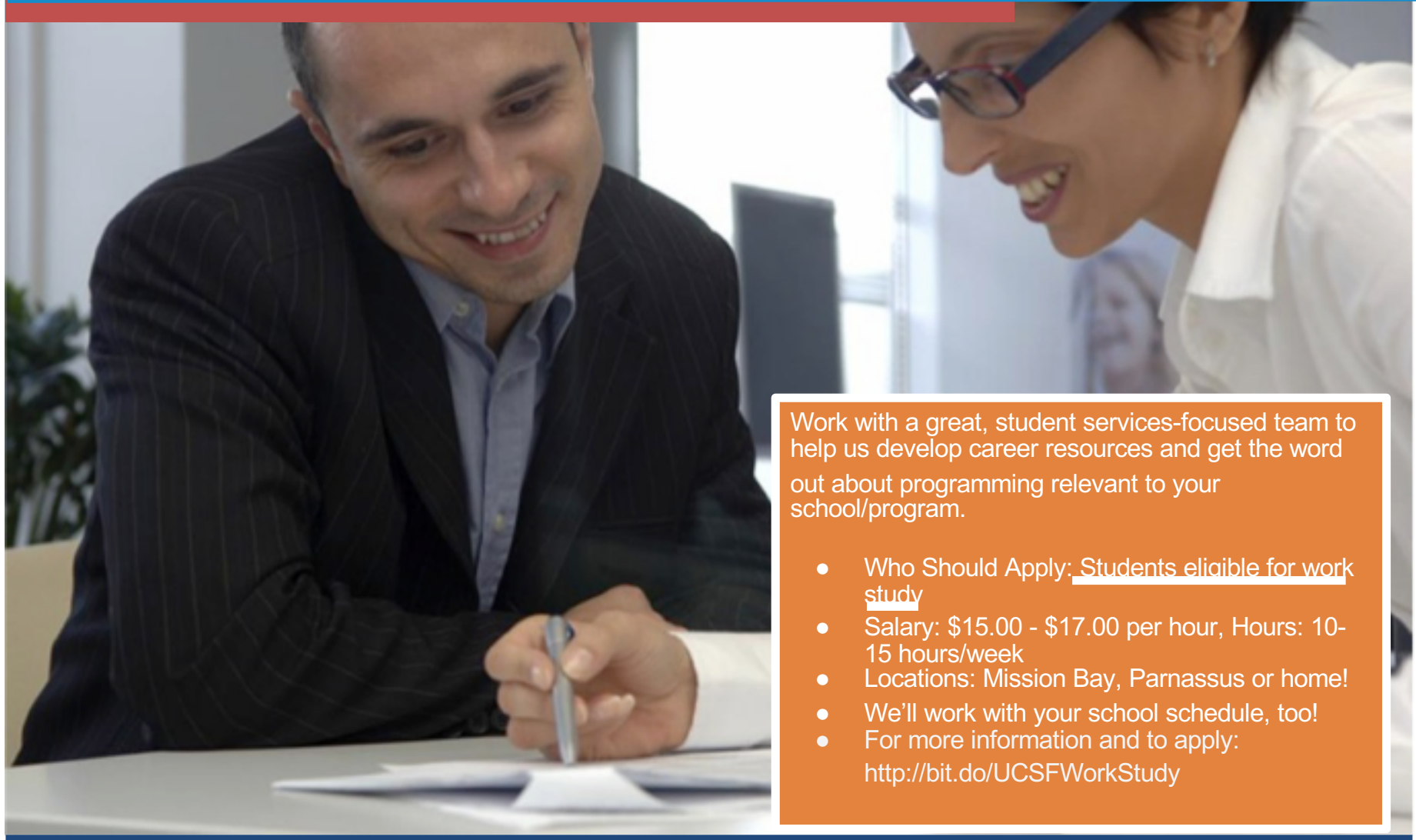# Network! ucsfconnect.com, and…

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- Salary: $15.00 - $17.00 per hour, Hours: 10-15 hours/week
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AMC for PhDs:
Transforming your CV or Resume

OUR AGENDA

1. The difference between a CV and resume,

   & what you'll be writing

2. Be a career counselor: The four steps to organize and

   write your document

3. Tips specific to NonProfit resumes and ThinkTank resumes

4. Next Steps

OUR AGENDA

1. The difference between a CV and resume,

   & what you'll be writing

What's the difference? Resume v. CV

	Resume	Resume/CV combo	Curriculum Vitae
Audience	• Internships	• Employment	Awards & Training •Fellowships •Grants •Postdocs •Residency Jobs: •Faculty positions

What's the difference?

	Resume	Resume/CV combo	Curriculum Vitae
Audience	• Internships	• Employment	Awards & Training •Fellowships •Grants •Postdocs •Residency Jobs: •Faculty positions
Length	• 1 page	• 2-3 pages (minus publications)	Awards & Training •Awards: 2-10 •Fellowships: 2-50 •Grants: 2-50 •Postdocs 1-10 •Residency: 2-5 Jobs: •Faculty Positions: 2-50

What's the difference? Resume v. CV

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Content	Includes only the experiences that are evidence that you can do their internship.	Includes only the experiences that are evidence that you can do their job.	**Includes everything; goal is to show your development:** your pedigree, your progress, your productivity, your promise.

Your turn: how long will your document be?

	Resume	Resume/CV combo	Curriculum Vitae
Audience	• Internships	• Employment	Awards & Training •Fellowships •Grants •Postdocs •Residency Jobs: •Faculty positions
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Be the Career Counselor
the four steps to revise my document

1. **Determine Message:** What information do you want to share with the reader?

1. **Design Skeleton:** Pick descriptive section headings that the reader cares about. Bundle relevant information.

1. **Write Descriptive Text:** Fill in/highlight relevant information under each section using language from the job description.

1. **Final Formatting:** Polish your format so your information is easy to read.

Message ➤ Skeleton ➤ Descriptive Text ➤ Final Formatting

Be the Career Counselor
the four steps to revise my document

1. **Determine Message:** What information do you want to share with the reader?

Message → Skeleton → Descriptive Text → Final Formatting

Your Turn: Think, Pair, Share

Turn the the person next to you. Tell them:

1. For whom/what are you preparing your document?
2. What skills or content knowledge do you want to let them know you have?

Your Turn: Think, Pair, Share

I'm Siobhan. I'm applying for a research & grantwriting job with a NonProfit. I want them to know I have Spanish language skills, and a track record of synthesizing information and designing research protocols.

I'm Tim. I'm a sociologist, applying for jobs with social media companies. I want them to know I have collaborated well and have analytical and project management skills.

I'm Elena, a cell biologist. I'm applying for a Scientist I position. I want Them to know have expertise in the following techniques, XYZ and project management skills.

Message ▶ Skeleton ▶ Descriptive Text ▶ Final Formatting

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the four steps to revise my document

1. **Determine Message:** What information do you want to share with the reader?

1. **Design Skeleton:** Rearrange your CV skeleton. Bundle relevant information. Choose descriptive section headings that the employer cares about.

Message ▸ Skeleton ▸ Descriptive Text ▸ Final Formatting

Don't Blend In:

TIM
- Education
- (Work) Experience
- Awards
- Publications

SIOBHAN
- Education
- (Work) Experience
- Awards
- Publications

ELENA
- Education
- (Work) Experience
- Awards
- Publications

Message → Skeleton → Descriptive Text → Final Formatting

Use your section headings to stand out!

TIM
- Project management
- Evidence of Collaboration
- Education
- Communication Skills
- Publications

SIOBHAN
- Research Design Experience
- Outreach and Teaching
- Education
- Grantwriting & Awards
- Publications

ELENA
- Research Projects
- Education
- Communicating Research Results
- Collaboration Experience
- Awards
- Publications

Message ▶ Skeleton ▶ Descriptive Text ▶ Final Formatting

Okay: the Resume Conveys Info

Intended message

I'm Tim. I'm a sociologist, applying for jobs with social media companies.
I want them to know I have collaborated well and have analytical and project management skills.

First Version Headings

TIM
- Education
- (Work) Experience
- Awards
- Publications

Better: Resume Conveys Message

Intended message

I'm Tim. I'm a sociologist, applying for jobs with social media companies.
I want them to know I have collaborated well and have analytical and project management skills.

Improved Version Headings

TIM
- Project management
- Evidence of Collaboration
- Education
- Communication Skills
- Publications

Okay: the Resume Conveys Info

Intended message

I'm Siobhan. I'm applying for a research & grantwriting job with a NonProfit. I want them to know I have Spanish language skills, and a track record of synthesizing Information and designing research protocols.

First Version Headings

SIOBHAN
- Education
- (Work) Experience
- Awards
- Publications

Better: Resume Conveys Message

Intended message

I'm Siobhan. I'm applying for a research & grantwriting job with a NonProfit. I want them to know I have Spanish language skills, and a track record of synthesizing Information and designing research protocols.

Improved Version Headings

SIOBHAN
- Research Design Experience
- Outreach and Teaching
- Education
- Grantwriting & Awards
- Publications

Okay: the Resume Conveys Info

Intended message

I'm Elena, a cell biologist.
I'm applying for a
Scientist I position. I want
Them to know have
expertise
in the following techniques,
XYZ and project
management skills.

First Version Headings

ELENA
Education
(Work) Experience
Awards
Publications

Better: Resume Conveys Message

Intended message

I'm Elena, a cell biologist.
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Scientist I position. I want
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Improved Version Headings

ELENA
- Research Projects
- Education
- Communicating Research Results
- Collaboration Experience
- Awards
- Publications

Your Turn: List the descriptive section headings for YOUR document

- Qualifications
- Summary
- Highlights
- Profile
- Relevant Training
- Education
- Research Experience
- Basic Science Research Experience
- Writing & Speaking for the Community
- Oncology Research Experience
- Industry Experience
- Nonprofit and Volunteer Experience
- Project Management Experience
- Quality Assurance Experience

- Consulting Experience
- Clinical Experience
- Teaching/Mentorship Exp.
- Technical Skills
- Relevant Training
- Clinical Trials Training
- Project Management Training
- Invited Talks/Presentations
- Relevant Presentations
- Selected Presentations
- Publications
- Patents
- Leadership
- Manuscript Mgmt & Submission

Organize your resume via section headings

■ Write headings on a blank sheet.

My section headings

a. Research

b. Education

c. Project management, Etc.

Markup Your Own Resume

Review all of your experiences.

Write name of heading by each item in your resume that is relevant next to the item.

Sample Markup of Resume

Project Assistant for UCSF Center on Society and Health Outcomes, working on CDC-funded Social Health Survey

-merged several databases into one functional data set

-developed and maintained working relationships with community-based clinics

-presented information to civic groups about the study at street fairs

Sample Markup of Resume

Project Assistant for UCSF Center on Society and Health Outcomes, working on CDC-funded Social Health Survey

DATA-merged several databases into one functional data set

COLL-developed and maintained working relationships with community-based clinics

COMM-presented information to civic groups about the study at street fairs

Markup Your Own Resume

Review all of your experiences.

Write name of heading by each item in your resume that is relevant next to the item.

Take a few minutes to cut and paste, or label your new sections.

Pick your section headings
…and label or move your experiences to associate with each section heading.

Work with your choices for now

Message   Skeleton   Descriptive Text   Final Formatting

Be the Career Counselor
the four steps to revise my document

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Message ➤ Skeleton ➤ Descriptive Text ➤ nal Formatting

What are the key components of descriptive text?

Leadership Experience
- Projects
- Range of responsibilities (number of collaborators on committee or team, facilitator, document editor)
- Outcomes

Research Experience
- Projects
- Range of responsibilities (research, project management, supervisory, etc.)
- Outcomes

Teaching Experience
- Projects
- Range of responsibilities (developed bibliography for syllabus, sourced online resources to support learning objectives, led discussions, graded papers and lab reports)
- Outcomes

What are the key components of descriptive text?

- Projects
- Range of responsibilities (research, project management, supervisory, etc.)
- Outcomes

Stockholm University, **Ph.D in Molecular Biology.** 0000-0000

Goal: To determine the mechanisms by which TGF-beta regulates TIMP1 and MMP1 transcription

- Confirmed the effects of TGF-beta on TIMP1 and MMP1 using northern blot analysis, RT-PCR and Taqman.
- Designed a series of promoter-deletion constructs by site-directed mutagenesis and used these in reporter assays to identify important promoter regions involved in the TGF-beta responses.
- Characterized transcription factor binding to the promoter regions using EMSA and supershift analysis.
  Confirmed the importance of these transcription factors using protein overexpression and knockout cell lines concomitantly with reporter assays.
- Trained undergraduate and graduate students in Cell and Molecular Biology techniques.

Key components of descriptive text

- Projects
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Message ➤ Skeleton ➤ Descriptive Text ➤ Format

Key components of descriptive text

- **Projects**
- **Range of responsibilities (research, project management, supervisory, etc.)**
- **Outcomes**

Program in Nursing Health Policy , University of California, San Francisco　　　　Doctoral Research

Dissertation chair: Thomas Paine, PhD　　　　0000-0000

- ***Project:*** Investigated the health status and access to healthcare of children in the juvenile justice system in San Francisco City/County

- ***Responsibilities:*** Developed a strategy for persuading county officials to allow for research. Negotiated complex IRB (Institutional Research Board) processes for several institutions, working with a variety of personnel in San Francisco public health, child welfare, and youth guidance center departments. Conducted Focus groups and individual interviews with healthcare, administrative, social work, and probation workers in San Francisco City/County. Coordinated chart review; recruited and trained two nurses to collect, code and aggregate data. Synthesized qualitative and quantitative data to create a new framework for mixed methods research. Presented data to city/county officials, child advocacy groups, and in academic publications.

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Message　Skeleton　Descriptive Text　Format　36

Key components of descriptive text

- Projects
- Range of responsibilities (research, project management, supervisory, etc.)
- Outcomes

Program in Nursing Health Policy , University of California, San Francisco   Doctoral Research

Dissertation chair: Thomas Paine, PhD   0000-0000

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Message   Skeleton   Descriptive Text   Format

37

Writing a qualifications summary

- It summarized your **relevant** academic training & professional **skills**

- **Use the job description** to tailor your qualifications summary

- A qualifications summary is an abstract for your CV

Message ▶ Skeleton ▶ Descriptive Text ▶ Format

The Job Listing -
Writing a qualifications summary

RAND is seeking a researcher with expertise in rigorous and systematic approaches to qualitative and/or quantitative analyses.

- Qualifications: All research positions at RAND require excellent analytic skills, the ability to communicate clearly and effectively in English, both orally and in writing; the ability to work effectively as a member of a multi-disciplinary team; and a strong commitment to RAND's core values of quality and objectivity. In addition, senior research positions require the ability to mentor and develop junior staff members, lead and direct multi-disciplinary teams, set project standards and monitor progress, and communicate interim and final results to the RAND community and to policy-making audiences.

- Education Requirements: PhD in anthropology or related field

- Experience: Training in and experience with qualitative methods required. Mixed quantitative and qualitative approach preferred, with experience in systematic data collection. We are particularly interested in network analysis experience

Message ▶ Skeleton ▶ Descriptive Text ▶ Format

How does Marcella summarize her skills and experience in a qualification summary?

Academic Training

Professional Skills

Medical Sociologist with 4 years qualitative research experience and training in quantitative methods and research design.

- Successful social scientist with strong presentation skills and publication record
- Extensive experience working with a variety of stakeholders as part of clinical research team
- Excellent **interpersonal and communication skills** developed by teaching and tutoring, facilitating cooperation among clinic staff and community organizations.

Message → Skeleton → Descriptive Text → Format

The Job Listing -
Writing a qualifications summary

Scientist – Protein Chemist
We are seeking a highly motivated PhD scientist to join our Technology Development Team…

The Technology Development team is seeking a uniquely qualified individual to establish a new project that combines our chemical synthesis core technology with state of the art combinatorial peptide methods.

Requirements:
- **PhD in Biochemistry**
- **2-5 years of experience in industry or a combination of industry and related postdoctoral experience**
- **Experience with structural biology, NMR or X-ray crystallography is a plus**
- **Background in folding and purification of proteins is highly desirable**
- **The job entails both bench work and management skills**
- **The job demands excellent communication skills, writing skills and the ability to work in teams**

Message ▶ Skeleton ▶ Descriptive Text ▶ Format

How does Kofi summarizes his skills and experience in a qualification summary?

Academic Training

Professional Skills

Protein biochemist with 5 years postdoctoral experience and 3 years **industrial** experience.

- Successful bench scientist with strong publication record
- Extensive experience working in chemistry and **structural biology**
- Project **management experience** in industrial and academic settings
- Excellent **interpersonal and communication skills** developed by supervising staff, presenting at invited talks and a strong publication record.

Message → Skeleton → Descriptive Text → Format

A sample qualifications summary tailored for health policy employment

QUALIFICATIONS

- Social science health researcher with background in medical anthropology. Strong analytical and problem solving skills developed through my collaborative project management experience
- Mixed-method researcher with excellent interpersonal skills and teamwork experience in several settings
- Excellent verbal and written communication skills as evidenced by my ability to recruit both organizations and individuals to participate in my research, my publication record and my experience at communicating research to lay audiences
- **Visa status:** Permanent resident status starting Fall 0000

Message → Skeleton → Descriptive Text → Final Formatting

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OUR AGENDA

1. ~~The difference between a CV and resume,~~

   ~~& what you'll be writing~~

2. ~~Be a career counselor: The four steps to organize and~~

   ~~write your document~~

3. Tips specific to NonProfit resumes and ThinkTank resumes

4. Next Steps

Tips specific to NonProfit resumes and ThinkTank resumes

Writing for $$

Volunteer activities

Language skills

Collaboration specifics

Any time you worked with an oversight board

Any time you moved a project along, involving others along the way

Tips specific to NonProfit resumes and ThinkTank resumes

Grant writing tasks/successes/agency/$$

Applied research

Issue/policy oriented work – visible in a blog, for instance

Begin with terms from the job description

Summarize your patterns/involvement over time

Tips specific to NonProfit resumes and ThinkTank resumes

Clearly state the connection between what you have done in one context and what you will do in the non profit context

You will transfer your knowledge AND your skills for some thinktanks and nonprofits

Formatting that's easy on the reader's eye

- **Length:** 2-3 pages

- **Margins**: Top/Bottom .5 and Right/left .75 inch

- **Fonts:** Times New Roman, Calibri, Cambria, Garamond, Helvetica, Arial Narrow, Optima, Palatino, etc.

- **Font Size:** 10-12 font. With smaller fonts (e.g. Times) don't go below 11

- **Headings:** Bold and capitalize. Heading font size 0-1 size larger than text.

- **Highlight:** Indent, bold, capitalize, bullet to highlight.

- **Numbering:** Put your name and page number on 2nd & 3rd pages in corner

- **Exclude:** Do not include birth date, birth city, personal status, photos

Message   Skeleton   Descriptive Text   Formatting

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NEXT STEPS
career.ucsf.edu

Need more help?

1. See more samples at career.ucsf.edu

2. Schedule a 20 minute MINI (document review) appt**

3. Schedule a 50 minute appointment

At our website search for word "appointments"

20 and 50 min appointments available at both Parnassus

And Mission Bay campuses

Find samples at
career.ucsf.edu/cvs-resumes-cover-letters

Best Successes to You

The End

Patti Meyer, PhD

Program Director, Non-Academic Careers

Special Thanks to Anna Correa & Naledi Saul
for images and concepts in these slides