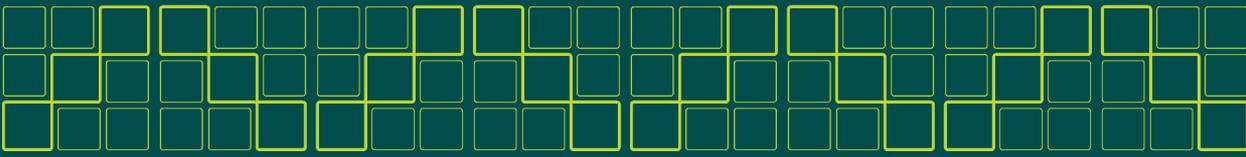

Résumés and Cover Letters

Pat Sokolove, PhD

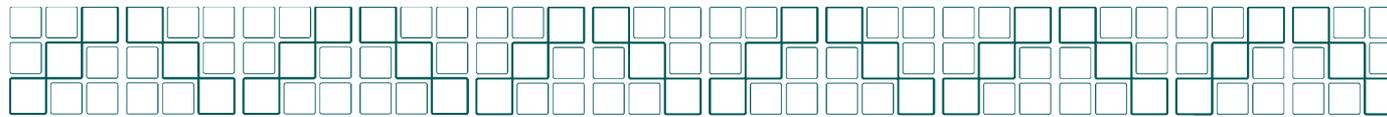
Deputy Director

Office of Intramural Training & Education, NIH

sokolovp@mail.nih.gov

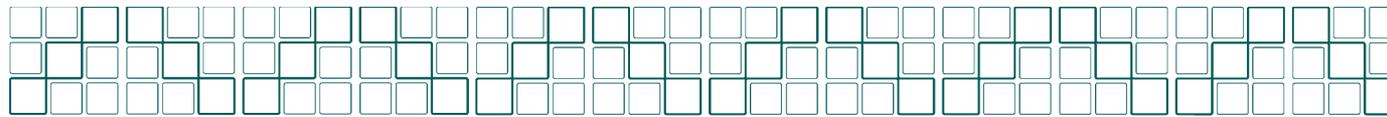


NATIONAL INSTITUTES OF HEALTH



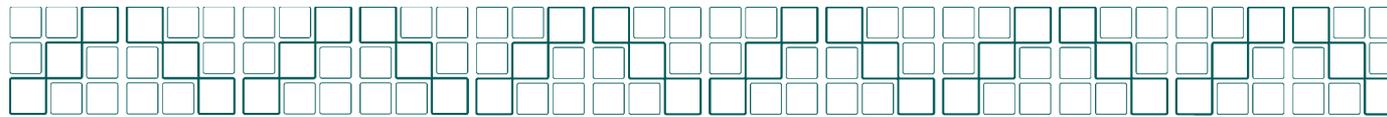
Goal

Convince the hiring manager
that you are an excellent
candidate for the job ... get an
interview



Curriculum vitae

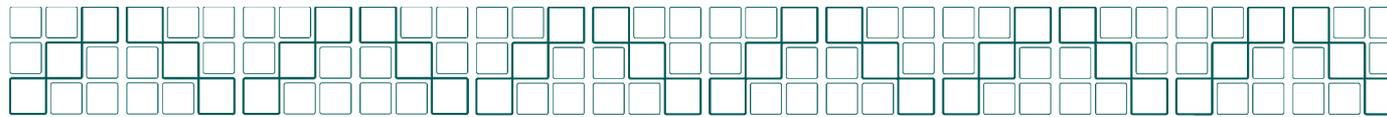
- “A comprehensive listing of professional history including every term of employment, academic credential, publication, contribution, or significant achievement” [Wikipedia]
- Used to apply for
 - Faculty positions in academia
 - Promotion and/or tenure
 - Research intensive positions elsewhere
 - Some fellowships and awards



Components of a CV*

- Contact information
- Education
- [Post-grad education]
- Certifications/Licensures
- Employment history
- Teaching/Mentoring
- Leadership
- Honors and awards
- Service
 - Manuscript reviews
 - Grant reviews
- Memberships
- Grant support
- Major invited speeches
- Patents/Inventions
- Publications

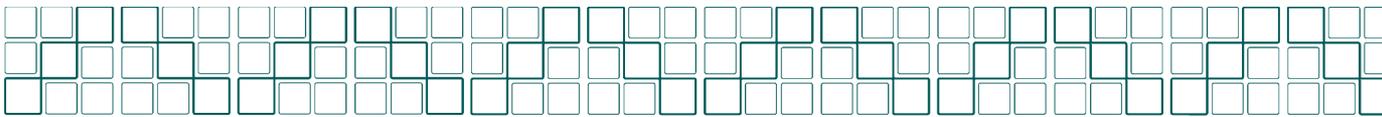
* Not exhaustive; order can vary;
component titles can be
personalized



How Is a Résumé Different from a CV?

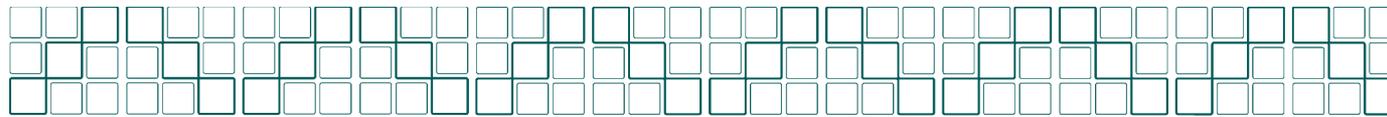
A résumé

- is a job search document.
- presents relevant experience, **accomplishments**, and education.
- is short: generally 1 to 3 pages.
- often contains lists of skills or techniques.
- is adapted/edited for each job application or employment sector.
- is a marketing document.



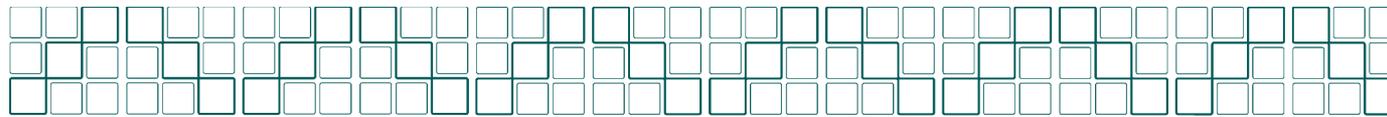
When Would You Use a Résumé?

- When the job ad asks for one
- To apply for many positions away from the bench



What Is NOT Included in a Résumé?

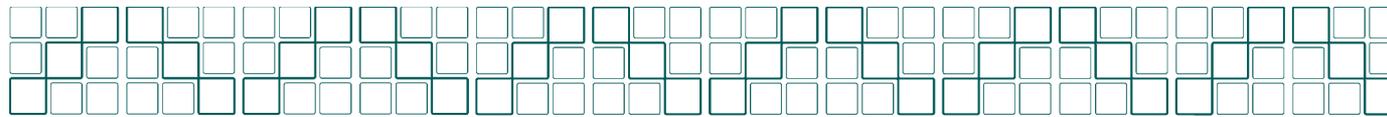
- Every single thing you have ever done
- Presentations and abstracts
- Exhaustive list of publications
- Anything unrelated to the position at hand



What Else NOT to Include

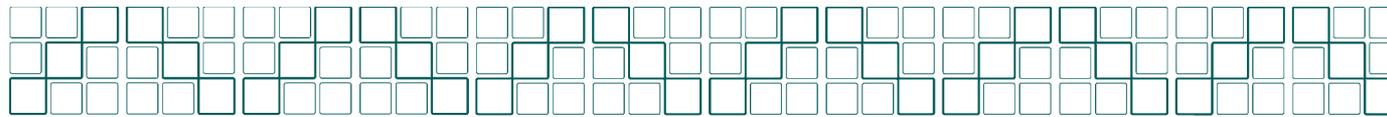
- SSN*
- Photo
- Weight/height
- Birthdate
- Reasons for leaving prior positions
- References
- Marital status
- Citizenship*
- City/country of birth
- Salary requirements
- Phrases like “My duties included ...” or “I was responsible for ...”

*except in a Federal résumé



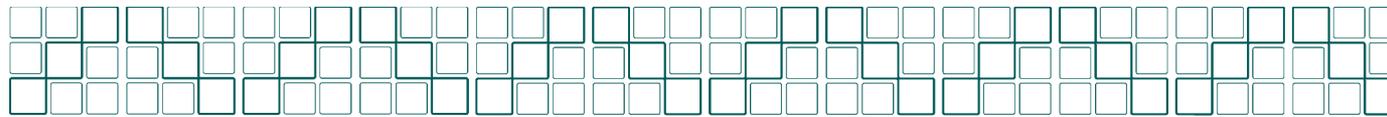
	CV	Résumé
--	-----------	---------------

What?	Full professional and educational history	Summary of experience and skills
Length?	No limit, but don't pad	~ 1 to 3 pages
Uses?	Academic and gov't research positions	Almost every other type of job
Publications?	Yes – all of them	None, or a select group
Lists of skills and accomplishments?	No	Yes, but well organized
Modified to fit the job?	Not much	Yes – very much so
Content vs. style	Content over style	Both style and content matter



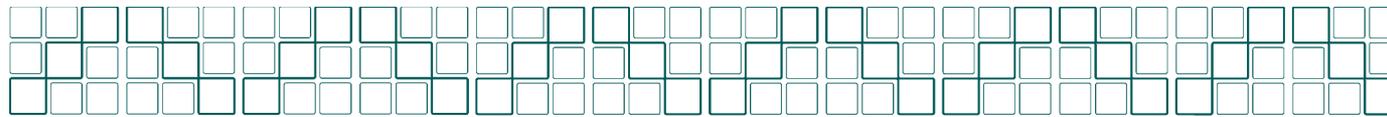
General Thoughts

- There is no specific template, but your document must be clean, crisp, and **easy to read**.
- Real estate matters – put most important things at the front.
- Double and triple-check for typos.
- Lots of eyes are helpful – your faculty, mentors, colleagues.
 - But opinions will vary, and data argue that there are many “right ways”
 - Best opinions are from “insiders” with a lot of experience



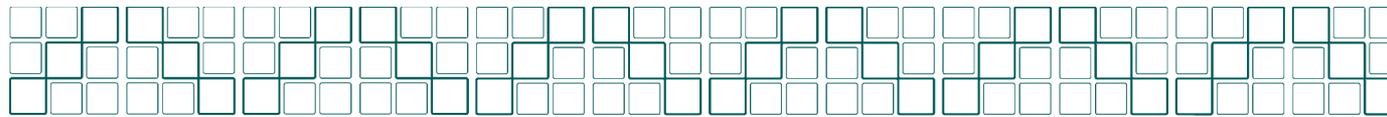
Résumé Organization

- Reverse chronological order
- Major element = a list of relevant professional experiences
- Components
 - Contact Information
 - Summary of Qualifications
 - Professional Experience*
 - Educational Achievements
 - Other (Technical Skills, Awards, Memberships...)



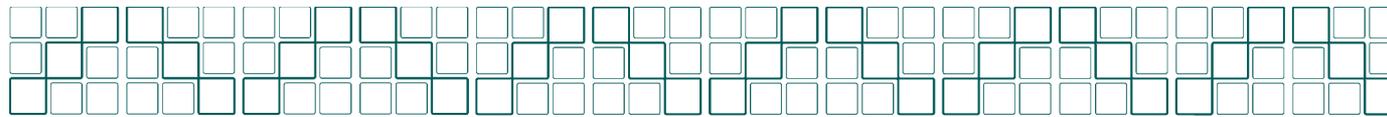
Summary of Qualifications

- Why include one?
- Preferred over a Statement of Objectives
- ~~■ Seeking a responsible position in an industry lab doing cancer research.~~
- Cancer Biologist with 10 years experience in the following areas:
 - Development of mouse models of prostate cancer (6 years)
 - Use of yeast as a model system for cancer genetics (4 years)
 - Supervision of lab personnel
 - Management of lab budget



Managing Editor, ACS

Advanced degree (PhD) in the sciences, preferably chemical, medicinal or biological sciences, is required; **combined 7+ years of relevant training and experience** in an academic or industrial chemistry setting; **experience in STM publishing** a plus. Demonstrated proficiency with basic word processing, spreadsheet, and Web-based tools required. Excellent written and verbal **communication, decision making, leadership,** and **management skills** required. This position is based in the Washington, DC offices of the American Chemical Society.

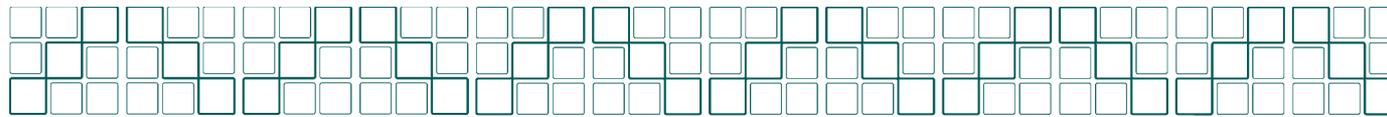


Professional Experience

Each experience entry will include

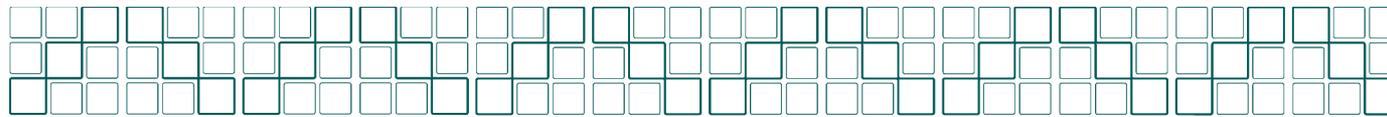
- Position title
- Company/institution name, city, state
- Supervisor
- List of **accomplishments and achievements** (“problem – solution – result”)*
 - List the most relevant first
 - Begin each with a strong verb; use active voice
 - Be quantitative where possible
 - Use present tense for current position, past tense for earlier positions
 - Ensure statements are grammatically parallel
 - Edit out unnecessary words

* Rather than responsibilities



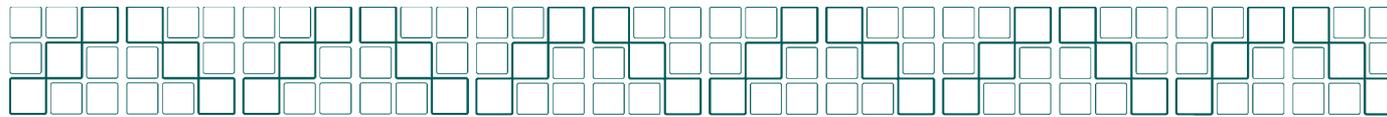
Translating Your Research Skills

- Editing
- Speaking effectively
- Writing concisely
- Identifying problems
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Analyzing
- Evaluating
- Managing collaborations
- Mentoring/supervising
- Delegating responsibility
- Teaching
- Motivating others
- Organizing
- Attending to details
- Initiating new ideas



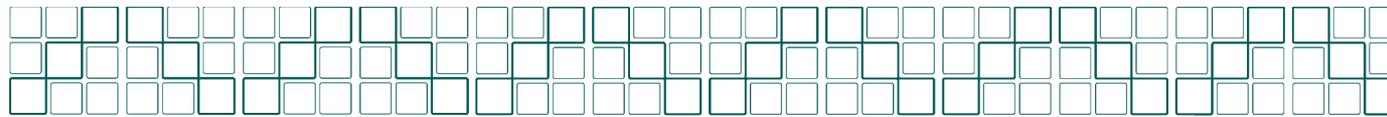
To Demonstrate Managerial Skills

- What we often see:
 - Mentored undergrads
- What we should see:
 - Managed 4 technicians, 3 graduate students, 9 undergraduates and many lab rotation students
 - Supervised project design, and goal setting
 - Coordinated day-to-day activities
 - Participated in hiring new lab personnel
 - Ordered reagents, equipment, and new instrumentation for lab
 - Negotiated with vendors to ensure cost savings
 - Organized reagents and equipment to create a quality work environment
 - Contributed to management of the lab budget



Skills and Techniques

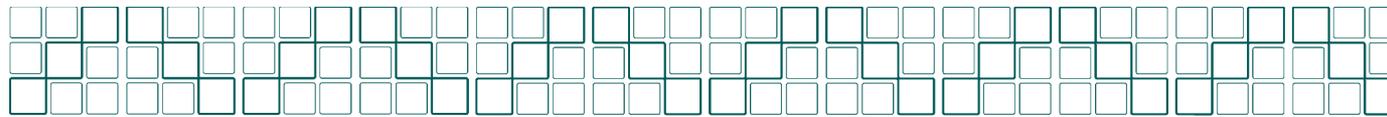
- Not a laundry list!
- Keep computer filters in mind
- Organize
 - *Biochemistry*: protein purification, Western blotting, *in vitro* cell-free extracts, spectroscopy, electrophoresis
 - *Cell biology*: cell culture (bacterial, insect, mammalian), flow cytometry, immunofluorescence
 - *Microscopy*: light microscopy, epifluorescence microscopy, confocal microscopy
 - *Molecular biology*: gene cloning (prokaryotic and eukaryotic), PCR, Southern blotting



The Finishing Touch

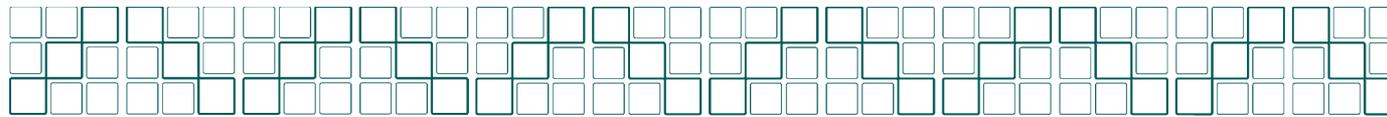
Make certain your document is grammatically perfect and visually pleasing

- Include a header with your name, title, and page #
- Use a one-inch margin all around
- Put the most important information where it will be seen
 - Beginning of a section
 - At the left
 - In a column
- Select a single, easy-to-read font



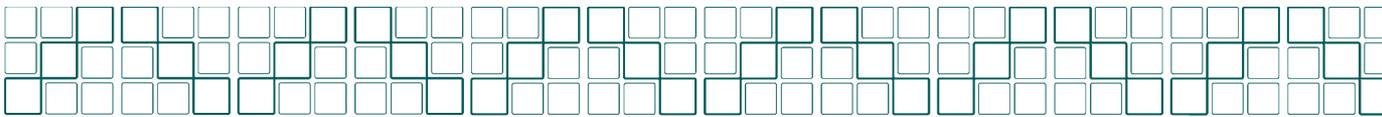
The Finishing Touch - II

- Avoid font sizes smaller than 11- or 12-point
- Make certain your headings are uniform throughout
- Include plenty of white space
- Use bullets to make paragraphs' worth of material easier to read
- Avoid all caps
- Spell check and proofread



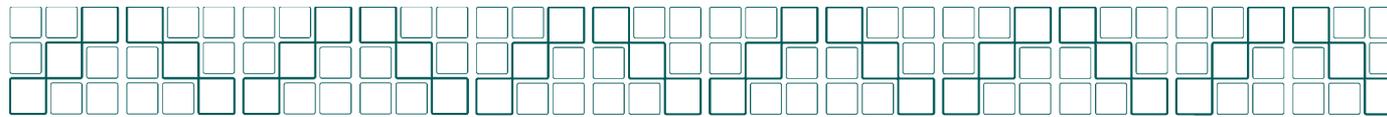
Submitting the Document

- If you are submitting electronically
 - Create an informative and appropriate file name.
 - Submit as a PDF.
 - Pay attention to formatting limitations.
 - Check the appearance of your document before submitting.



Cover Letters

- One page in **business letter format** (OK, maybe one and a half pages)
- Three or four paragraphs
 - How you found out about the job; why you are interested
 - **Why you fit the position (highlight elements of your résumé; show you understand the job/employer)**
 - Your interest in interviewing, follow-up, thank you



Business Letter Format

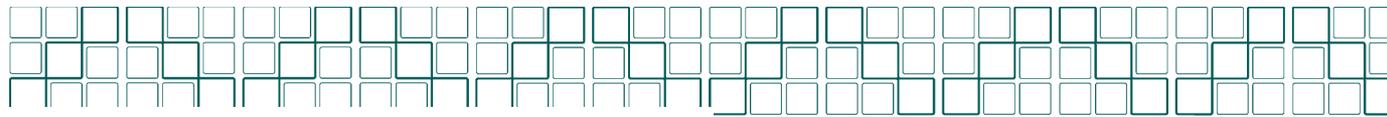
9000 Your Avenue
Your City, State zip code

October 29, 2015

Patricia Sokolove, PhD
Director of Hiring
Company Name
Company Address

Dear Dr. Sokolove:

I am writing regarding the position as XXX in your company, which was listed in ...



OITE CAREER SERVICES

Guide to
Résumés
& Curricula
Vitae



Office of Intramural
**TRAINING &
EDUCATION**
www.training.nih.gov

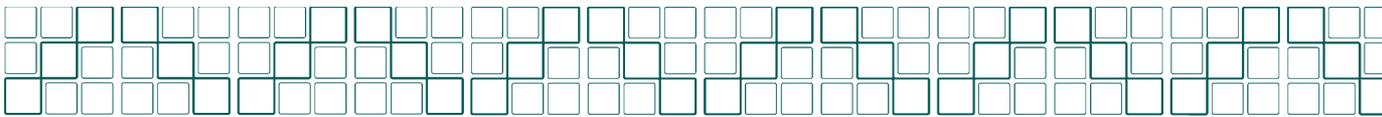
DISCLAIMER
This guide is to be used as a general overview and cannot take each reader's own unique experiences into account. It is intended to be used as a starting point for more in-depth discussions with mentors, career counselors, and others in your network. Please bear in mind that, in actuality, there are very few rules and many different opinions regarding CVs and résumés.

Two Important Blog Posts

<https://oitecareersblog.wordpress.com/2014/11/07/guide-to-resumes-and-curricula-vitae/>

What Are My Transferable Skills?

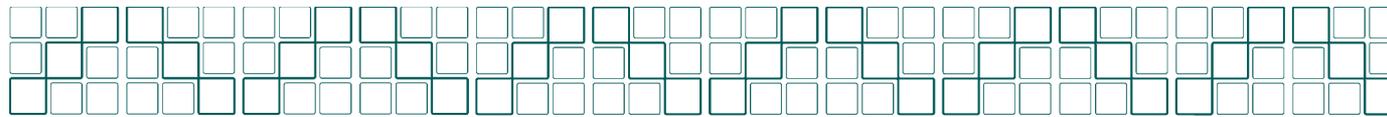
<https://oitecareersblog.wordpress.com/2015/03/23/what-are-my-transferable-skills-3/>



And One More

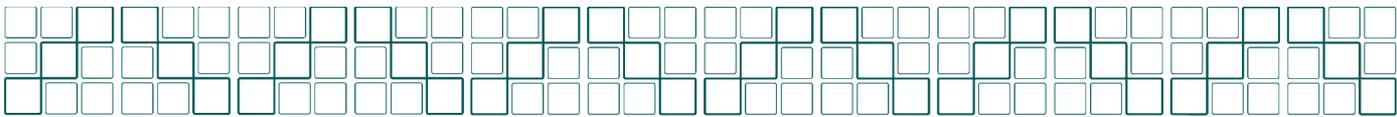
[https://www.training.nih.gov/assets/
OITE_Guide_to_Cover_Letters.pdf](https://www.training.nih.gov/assets/OITE_Guide_to_Cover_Letters.pdf)

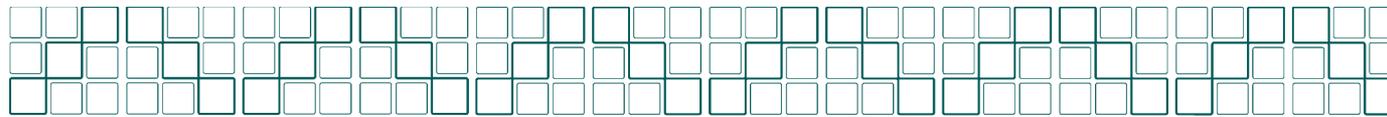
All three with thanks to Amanda Dumsch, OITE Career Counselor



More Resources

- Connect with us on LinkedIn and join the “NIH Intramural Science LinkedIn group
- Watch videocasts and YouTube videos of prior OITE career workshops: https://www.training.nih.gov/nih_resources#Video
- Check out the OITE Careers Blog: <https://oitecareersblog.wordpress.com/>
- Join the OITE NIH Training Alumni database if you are/were a student or fellow here.
- E-mail me at sokolovp@mail.nih.gov.





Research Analyst, Science and Engineering Science & Technology Policy Institute, Washington, DC

- Ph.D. in a science discipline OR Ph.D (preferred)/Masters (required) in an engineering field. Candidates with a Masters degree must have at least 3 years of relevant work experience.
- Experience communicating and writing about science and technology policy.
- Experience working and leading in a collaborative environment including diverse interests and goals.
- Interest and ability to apply technical and analytical skills to a broad portfolio of science and technology policy issues.
- Candidates with demonstrated experience working with Federal agencies are desirable.