

# CVs and Resumes

Even if you aren't ready to apply for a job right now, it's always wise to have a solid CV or resume ready to tweek so that you can have a quick turnaround and submit your materials to a new contact or for an interesting opportunity.

Here's the strategy: create one document that is your baseline and alter it each time you submit it so that it matches the organization's mission, values and practices.

The main differences between CVs and a resumes are that CV's include your publications and speaking engagements and resumes are typically shorter - usually two pages or less.

## The resume/CV check list:

### Format

- Have clear headers
- Use white space
- Stick to one font
- Bold and italicize sparingly
- Use bullet points
- ID each page as yours

### Content

- Show, don't tell
- Quantify your impact
- Use action verbs
- Make every word count
- ID "transferrable" skills
- Add your personality

## The cover letter formula

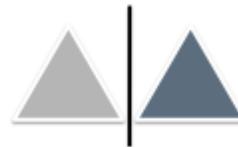
1. I am writing to express interest in XX position...
2. I am interested in the position because...
3. This may be a great match for me because...
4. I look forward to speaking with you further about this opportunity...

} Use *just enough* scientific jargon for them to see your expertise

## Keys to a successful resume/cv:

### Make the match.

Do your research; show that your skills, experiences and passion align with the organization's.



### Quantify your impact.

Use numbers to show the scale and significance of your work so that it speaks for itself.



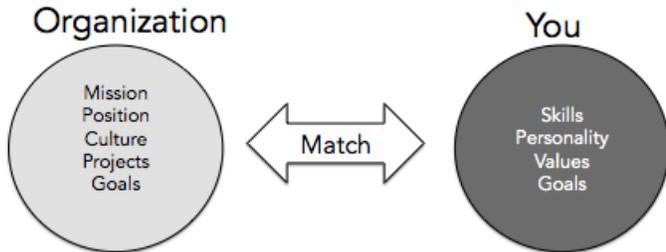
### Invert your structure

Make your document easy to read; put the most important information toward the top.



# Make the match

Research the organization online and activate your personal network to get insider information.



When you are trying to “Make the match” it’s important to do a lot of research about the organization. Activate your personal network to find people who work there. Talk to them. Listen carefully. Scour the company’s website for buzz words - words that the company uses to describe themselves and their work. Go through the job description thoroughly and make sure you embed key words and phrases into your own document.

# Quantify your impact

- Performed research for 5 years for PhD.
- Invented novel assay for detection of 20 new proteins.
- Managed 3 undergraduate students over 5 years.
- Worked out weekly with the team, increased club membership, made relationships with new sponsors.
- Expanded club from 5 to 35 members in the first year.
- Recruited \$10k in new sponsorship.
- Organized and led 10 practices per week.
- Grew organization to >350 members.
- Grew organization from 3 to 354 members.

\* Slide adapted from C. Birch & S. Spencer

Once you feel like you have a good understanding of the organization, go through your document next looking for ways to show your impact by using numbers to illustrate the scale and significance of your experiences. When you use numbers, it makes the easy to show how awesome you are - without bragging; the facts are speaking for themselves! Here are some ways you can quantify your impact. Notice how all of these quantifications start with past-tense POWER (wham!) verbs.

# Invert your structure

The last big-ticket item to consider, when putting your CV or resume together has to do with formatting. Since we, in the English language, read from top-to-bottom and left-to-right, you want your document to have the most important information up high and towards the left corner.

You need to capture the HR manager or hiring manager’s attention by using **inverting your structure**.