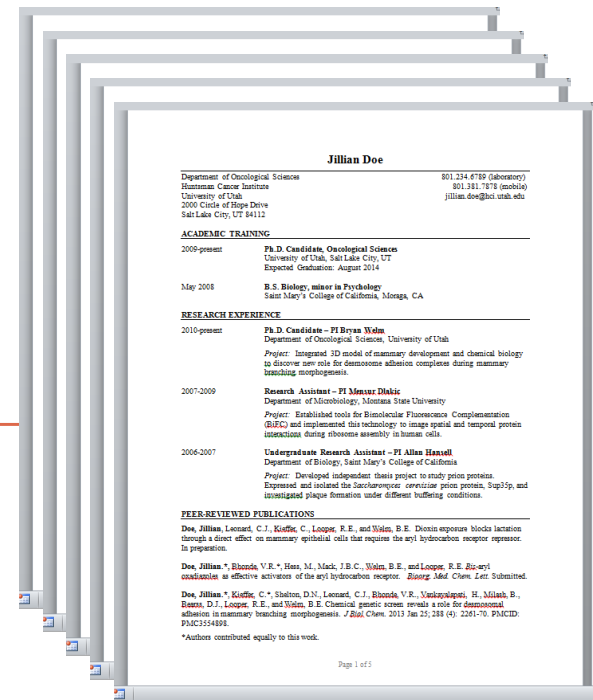


CV TO RESUME

CV = *Curriculum Vitae* or 'course of life'

Goal: Demonstrate your scholarly identity & your fit with a graduate program, academic position, or industry research position



Francine Mahak
Graduate Career Coach

A CV IS SIMILAR TO—AND DIFFERENT FROM—A RESUME

PURPOSE
FORMATTING

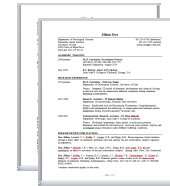
CONTEXT
LENGTH & SCOPE
RELEVANT CONTENT

How are CVs similar to resumes?



- **Same purpose: get hired!**
- **Formatting for easy reading – just as important:** white space, bullets, action verbs, placement of dates, bolding degrees/fields and job titles, etc.
- **Summary (optional) showing match** to employer's requirements/preferences
- **Reverse chronological order** for everything
- **Bullets** with action verbs vs. paragraphs
- **Accomplishments** to demonstrate **critical thinking, solutions, discoveries, inventions, and collaboration**, etc. — not just technical skills

How are CVs different from resumes?

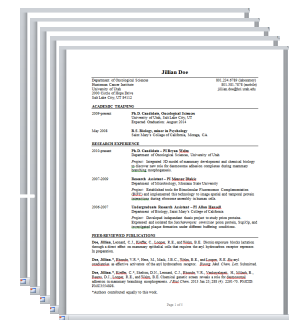


The CV is a “tell everything” document: Everything = related to your scholarship

- **Academic accomplishments:** publications + patents, conference presentations, poster sessions, outreach, memberships, etc.
- “**Experience**” usually includes *only* academically “relevant” positions (vs. outside positions with relevant bullets)
- **How long? No limit – just keep adding**

Common CV categories

- Summary
- Education
- Research & Teaching Experience
- Professional Experience
- Publications
- Presentations & Posters
- Grant Funding & Scholarships
- Honors and Awards
- Committee Work
- Service & Outreach
- Society Memberships



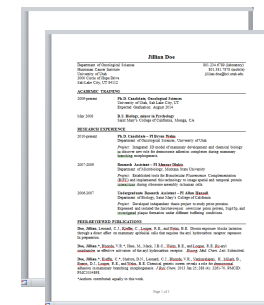
CV → Resume: What can be changed/eliminated?

- Summary
- Education
- Research & Teaching Experience
- Experience: can show valuable & relevant skills from “unrelated” jobs
+ Industry experience, even unrelated
- Publications
Directly Relevant Publications (in non-research positions):
LinkedIn or your website shows the rest.
(They’re likely not looking at ResearchGate.)
- ~~Presentations and Posters:~~
Once employers know your research area, these formats seem redundant
- Honors and Awards
- ~~Committee Work~~
- Community Outreach: Show skills and leadership initiatives
- ~~Society Memberships:~~ Memberships where you have taken an *active* role



CV → Resume: What's left?

- Summary
- Education
- Experience: **all kinds**
 - Research & Teaching Experience
- **Relevant Publications**
- Honors and Awards
- Community Outreach: **Show skills and leadership initiatives**
- **Active memberships**
- **1 or 2 pages, depending on whether it is a senior research position**





CAREER DEVELOPMENT TIPS

ACADEMIC POSITIONS

NONACADEMIC POSITIONS

Tips for academic positions



Keep the focus on specific *audience and purpose*: **Who am I addressing?**

What interests them?

- Your **fit** with their academic research focus (otherwise they can't accommodate you)
- How you've shown **academic skills, research skills, teaching skills, mentoring skills, and persistence**
- **Challenges** you've overcome
- How you will bring **distinction** to their program and university
- What makes you **interesting** (unusual experiences, skills, qualities)
- Collaboration experience

How do I make this easy to read? Same **formatting** techniques as for resume

Tips for industry positions



Develop an “industry” mindset: Sound like “work,” not like “school”

- Include thesis title and research details only *when/if* relevant.
- Show your transferrable skills: analysis, creative problem solving, persistence, project design and management, mentoring, managing budgets, writing persuasive grant applications, etc.
- **Change emphasis from what you *know* to what you *can do*:** results, outcomes, contributions, value you create. These can include not only research results, but creating efficiencies by reorganizing the lab, streamlining procedures, proposing new ideas, motivating researchers, etc.
- **Provide accomplishments relevant to industry needs:** results (with significance, applications), contributions, value you’ve created (not just processes to get there).

*From “Researched possible risk factors for kidney cancer”
to “Identified 3 risk factors for kidney cancer”*

“What *is* the nonacademic world like?”

- People similar to you, just working in a different context
More work in teams, faster pace
- Profit motive: companies don't get government funding or endowments
- Need you to contribute to products and services they can market
- Even with a PhD, you need to “learn the ropes” before rising in the company. But if you communicate well, show interest in how the business works, and show your amazing problem solving even beyond your field, you are likely to succeed!



Consider how to communicate in different contexts

Academic Communication

Can we replicate your research?

- Finding
 - Finding
 - Finding
- } Methodology is critical

therefore

- Conclusion
- Don't bias your research with recommendations

Industry Communication

What did you find, and how can we use it?

- Conclusion + Recommendations
- You're the expert on this research!

based on

- Finding
 - Finding
 - Finding
- } Don't detail the methodology for us. Your PhD that tells us you know how to do that.
- If needed, put all that in an appendix*

Define your transferable skills for the resume

You've developed valuable skills that can apply beyond your field.
How have you *demonstrated* these?



- **Advanced analytical skills**
- **Creative problem-solving**
- **Ability to *define* a problem—not just solve problems defined by others**
- **You know what questions to ask, and how to ask *new* questions**
- **Persistence** (vs. “I give up! This can’t be solved!”)
- **Making a persuasive case (e.g., writing proposals, funding research)**
- **Project management: independently conceive, manage & complete research projects while supervising others**

Others?

Finally...



Remember:

- You **must** “**make the case**”: industry employers often don’t realize that PhDs and PhDs and postdocs bring very valuable transferrable skills, not just deep content.

If you are seeking a postdoc or an academic position:

- Show your CV to a faculty member or staff. They **hire** people; can give essential feedback!

If you are considering transferring to industry:

- Work with your career coach!