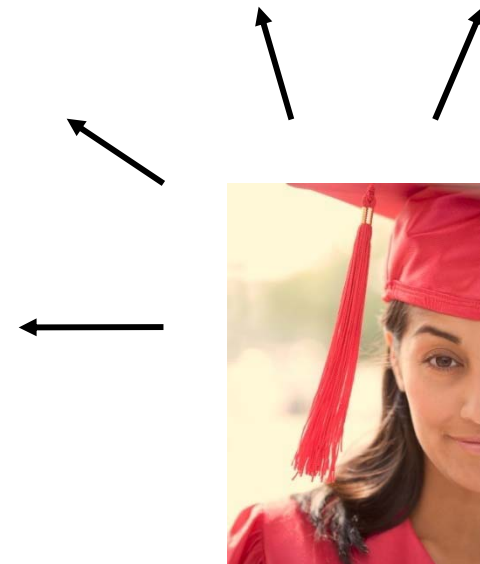

Resumes and CV's for Bright Minds With Bright Futures

Presented by:

MARLENE DELANGHE, UBC Career Services

DR. MICHAEL MURPHY, Professor –
Dept. of Microbiology & Immunology

- www.careers.ubc.ca
- 604-822-4011



Our Agenda



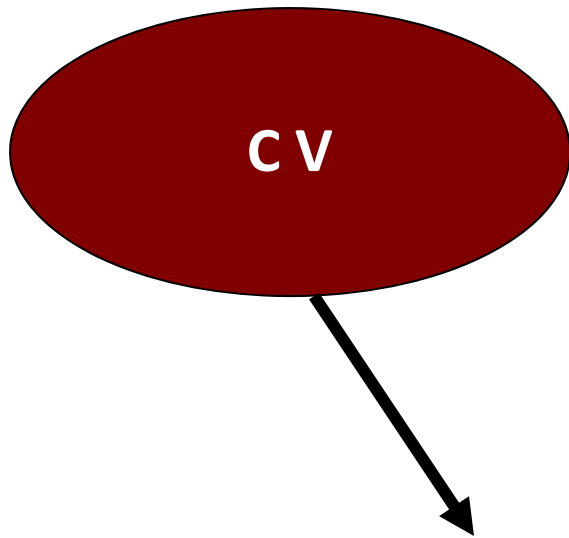
- **CV or RESUME: Which do I use?**
- **RESUME ESSENTIALS**
- **ACADEMIC CV'S**
- **Q&A for PRESENTERS**

Audience Survey

What best describes your CV or Resume?

- A. It “smokes!”**
- B. It is OK but could use some help.**
- C. Help! It needs a major overhaul.**

Definitions



What's the difference?

What's the Difference?

CV:

Emphasizes your **ACADEMIC ACHIEVEMENT** and **SCHOLARLY POTENTIAL**.

In North America, the **CV** is used to apply for:

academic research and/or academic teaching positions.



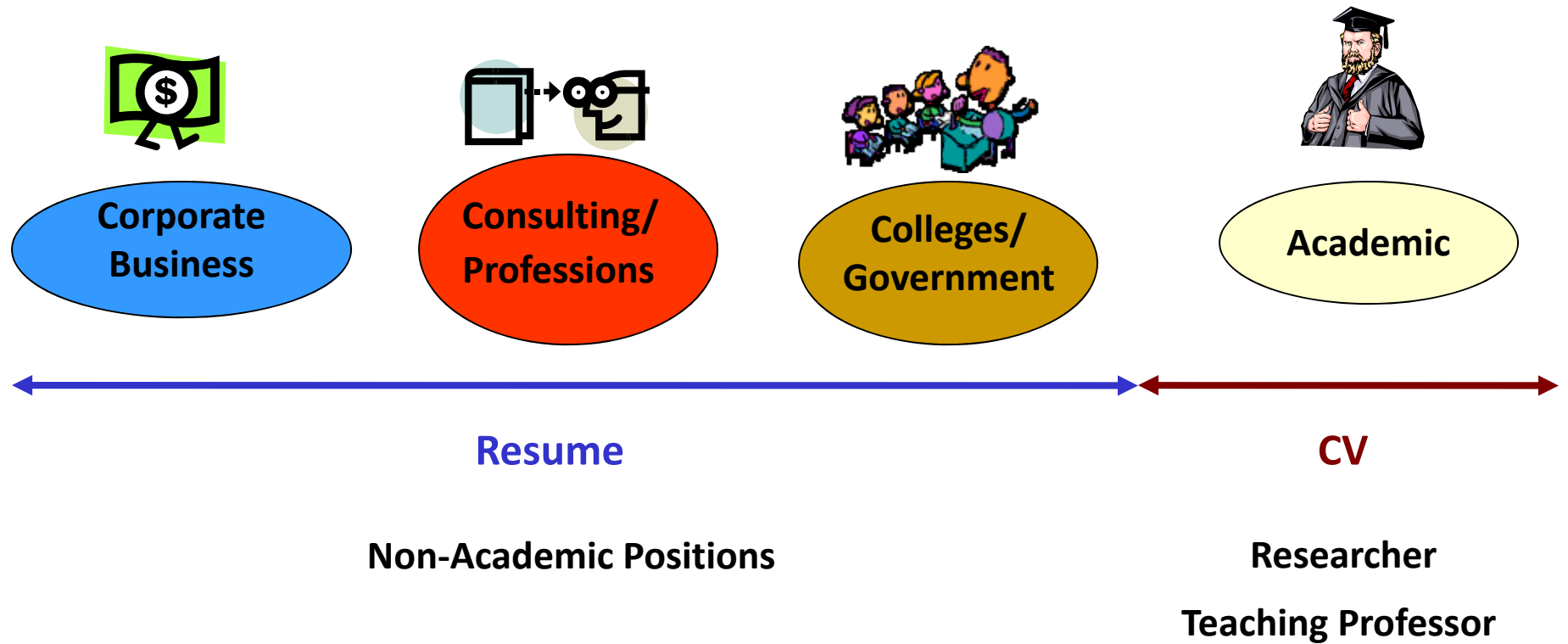
RESUME:

Emphasizes your **SKILLS, WORK EXPERIENCES** and **WORK-RELATED ACCOMPLISHMENTS**.

In North America, the **resume** is used to apply for:

non-academic positions

CV vs Resume



Sections of Your CV and Resume

■ CV

■ Highlights your scholarly achievements

- Education
- Awards
- Publications
- Presentations
- Teaching Experience
- Service to the University
- Professional Affiliations
- References

■ RESUME

■ Highlights your skills and accomplishments

- Profile*
- Education
- Work Experience
- Professional Associations
- Community Involvement*
- Interests*
- Publications/Conferences are often summarized
- References are not included in a resume

In North America, do not include: a photo, your age, marital status, date of birth, health status



Main Ideas - Resumes

1.



**Shift Your Thinking
And
Your Approach**

Getting Prepared

2.



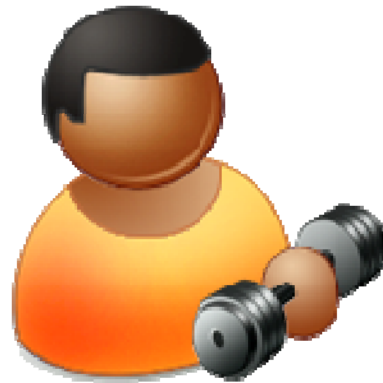
3.



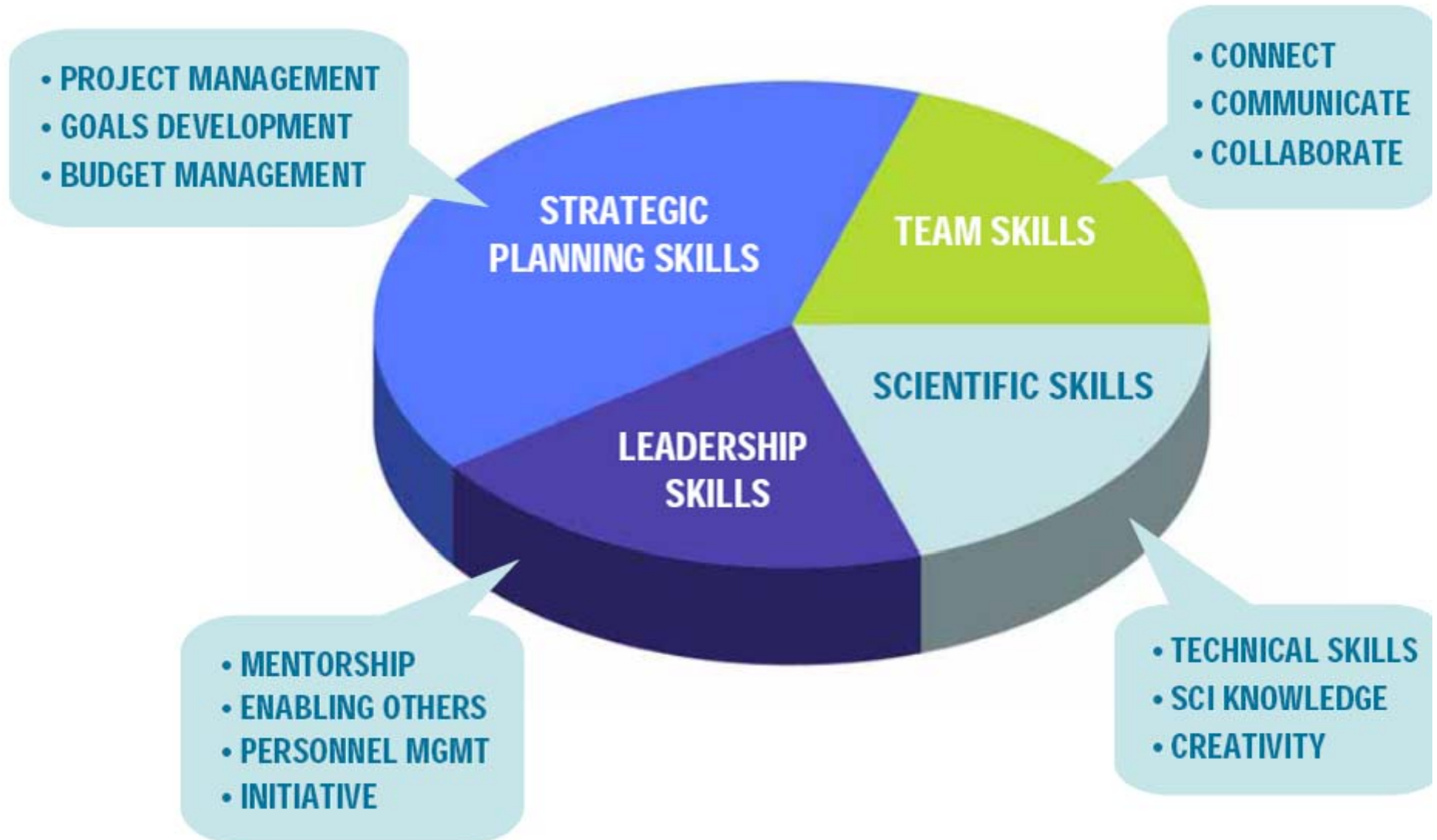
**Techniques to Make Your Resume
Stand Out**



Now Try This Exercise...



ACADEMIA VS INDUSTRY : SKILL SETS



Getting Prepared

Tip # 1



■ Target, Target, Target.

- ❑ Emphasize key skills (technical, transferable and traits) as well as knowledge areas that **RELATE** to employer's needs.
- ❑ Don't know your options? Start exploring now!
 - Talk to professionals, pros
 - Research what alumni have done
 - Join professional association to connect with potential employers

Getting Prepared

Tip # 2



- **Strongest Assets on 1st Page.**
 - Consider these sections: profile, education, experience.
 - Organize your experience into categories to emphasize relevant areas ie “research experience,” “teaching experience” or “leadership experience.”

Getting Prepared

Tip # 3



- Ask yourself:

“What did I accomplish in each of my roles and jobs?”

- Then highlight what you have accomplished for **each** of your positions.

Get Noticed

Jane Smith

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Cynthia Khoo

6610 Neal Street ♦ Vancouver, BC ♦ V6P 3N5
Home: 604-325-8810 ♦ Cell: 604-842-4882 ♦ E-mail: cynk87@interchange.ubc.ca



Writing the Resume

Create a Strong “Profile”

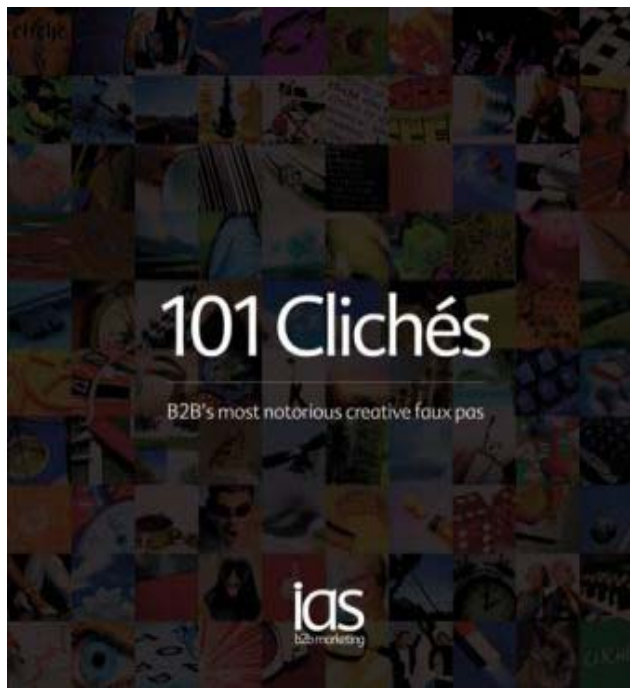


A profile is an **“EXECUTIVE SUMMARY”** of your related knowledge, skills, experience and traits that relate to job:

- Specific Knowledge Areas: ie writing standards for technical communications or policy for ...
- Work-related strengths: ie “resourceful and enterprising researcher”
- Transferable skills that relate to position, ie leadership, problem solver, etc.
- Noteworthy, related accomplishments: ie award-winning publication

Writing the Resume

Cliches – avoid them like the plague



- “Strong Interpersonal Skills”
- “Excellent communication skills, both verbal and written”
- “Hardworking and motivated”
- “Great team-player!”

Writing the Resume

Leverage Your Degree!

Leverage.



TECHNICAL PROJECTS

Tidal Generatr Rotor blade Manufacturing Process

Present

- Received client specifications for a 3 meter tall, helical arcing rotor blade for tidal energy production
- Investigated materials and manufacturing processes suitable for this application and design
- Consulted with a SME client to ensure the final process meets the ideal specifications
- Created a prototype with the process to use for similitude testing

Structural Analysis of Gingerbread

April 2009

- Developed and analysed a testing procedure for small-strength materials, such as gingerbread
- Performed a standardization analysis to control as many factors as possible
- Had the final report profiled in the December 2009 edition of UBC Reports

Speed Sensing Tennis Racket

December 2008

- Created a system that could measure the strain in a tennis racket and converted the strain to a serve speed
- Isolated the fastest serve in a series and retained that speed
- Displayed speeds from 10 mph - 110 mph and was accurate to within 3 mph

Writing The Resume

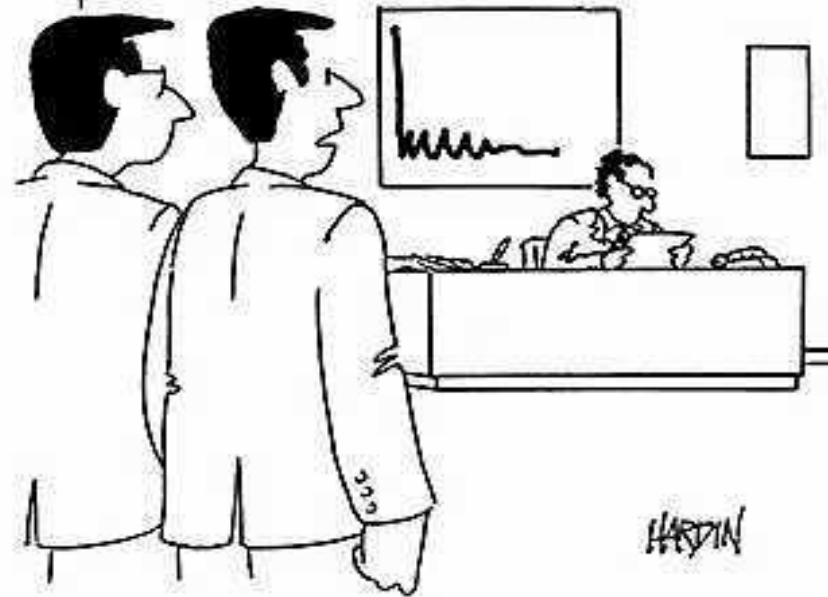
Show Value in Your Past Work Experience



Verb + Task = **Result**

- Create a sentence that describes what you did and what result occurred.
- Remember, not everyone performs at the same level so this is how you distinguish yourself.

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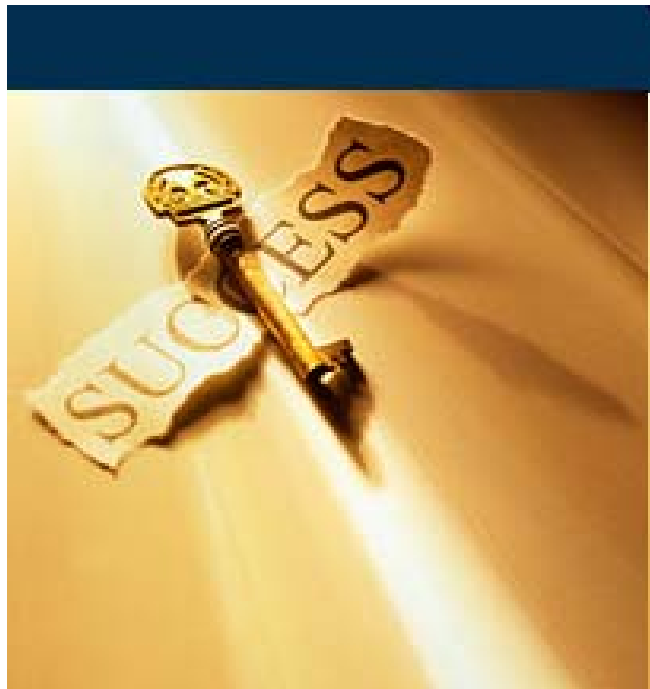


"In just ten years he's accomplished what has
taken others weeks to do."

search ID: pha0332

Writing the Resume

Verb + Task = Result



1. **Use Action Verbs** to start statement
 - ie Examined, Developed, Achieved, Resolved...
2. **Include Numbers, Metrics, Measures:**
 - research subjects, size of project, budget size, dollars saved, .
3. **Identify the Result.**
 - ie Studied “x” that resulted in

Writing the Cover Letter

4 Paragraphs



Paragraph 1: **Introduction**

- Purpose of letter
- Make interesting: Not “please accept ...”

Paragraph 2: **What Do You have to Offer?**

- Outline your education, skills, knowledge, experience
- Support with specific examples

Paragraph 3: **Why do you want to work for this organization?**

Paragraph 4: **Next steps**



Resources

On Campus



- UBC CAREER SERVICES
- Appointments for Students **(30 Min.)**
 - CV and Resume Review
 - Exploration: What Can I Do With My Degree
 - Job Search Strategy
- **Call for appointment - 604.822.4011**



Academic CV's



- Dr. Michael Murphy
- Professor – Dept. of Microbiology & Immunology

The CV Should ...



- **Contain ALL relevant information about you**
- **Limit itself to areas of scholarly achievement and accomplishment in research, teaching, service**
- **Present this information in a CLEAR, PRECISE, and OBJECTIVE manner**

CVs - Tips to Get You Ready

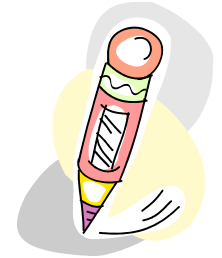


Tip #1



Structure your CV according to the priorities of the target institution and department. For research institutions, emphasize publications and awards, and place them early. For teaching institutions, lead with teaching experience.

CVs - Tips to Get You Ready



Tip #2

- The people reading the CV are other academics. They are interested in documented results and are naturally skeptical. Don't embellish, exaggerate, or pad the CV!

Teaching CV



PRIORITY	<ul style="list-style-type: none">■ Teaching experience and philosophy
EMPHASIZE	<ul style="list-style-type: none">■ Be specific: TA positions, other teaching-related roles. Describe specific related tasks and accomplishments.■ Go beyond tasks and show what impact you had, your approach.■ Don't want just a straight lecturer but how did you make students think and learn?
TIPS	<ul style="list-style-type: none">■ Put your teaching experiences together and put early in CV■ Be descriptive about your tasks but also show outcomes and your approach

Academic CV



PRIORITY	<ul style="list-style-type: none">■ Bottom line: <i>“publications are the most important element of the academic CV”</i>
EMPHASIZE	<ul style="list-style-type: none">■ Your publications■ Awards■ University and supervisor if well known■ \$\$ raised or attracted
TIPS	<ul style="list-style-type: none">■ You know what you have to do so your efforts should be on getting published.■ The quality of your institution and supervisor will have an impact but make sure you have a strategy to get published.■ Attracting \$\$ is also important so emphasize if you have don this.■ Know your research institution and their priorities ie teaching vs awards.

Cover Letters – Humanities/English

5 Paragraphs



Paragraph 1: Introduction

- Formal: “I am writing you...”
- Include name, current position, and date of defence

Paragraph 2: The Diss

- *Describe don't argue* the dissertation

Paragraph 3: Other achievements

- Other publications/post-doc/awards

Paragraph 4: New Work

- New project/book/collections

Paragraph 5: Teaching

- Do NOT simply describe courses or teaching philosophy
- Focus on the effect and impact of your teaching; what happens in your class?

Recruitment plan outcome

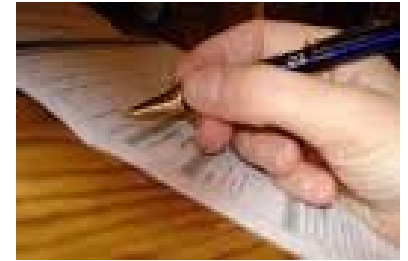
A new recruit should:

- complement existing strengths and lead new research directions
 - collaborate with existing faculty
- able to contribute broadly to instruction
 - flexible and competent to teach more than one course



Applicants need to demonstrate:

- a proven track record of research accomplishment
 - publications!
 - awards
- good communication skills
 - presentations, teaching experience
- collaborative (likely to be a good colleague)



Application package

- Cover letter
- CV
- Statement of research interests / plan
- Statement of teaching interests / philosophy
- Letters of support

How do You fit in?

"Always remember that you are absolutely unique. Just like everyone else."



Margaret Mead

- An application should reflect you
 - Highlight your strengths
 - Show you are a good fit

More CV tips



Publications

- Highlight your most significant work
 - Don't mix peer reviewed journal articles with an abstract submitted to a local meeting.
 - 'In preparation' is not published
- Write a short description of your contributions
 - Critical for publications with many coauthors
 - Indicate leadership roles
 - Wrote first draft, designed experiments, coordinated work with co-authors

More CV tips

- Leadership

- Awards

- A travel award shows initiative to apply

- Involvement in academic community

- Department, meetings, outreach activities



More CV tips

Teaching

- Evidence of experience
 - TA, guest lecture
 - Mentoring students in the lab
- Evidence of potential
 - Communication skills
 - Philosophy



Cover letter tips

- Briefly summarize your CV highlights
 - Your unique talents
- Information not easily presented in a CV
 - Leadership roles
- Show how the position is a natural progression in your career
 - How will the position fulfill help you achieve personal goals.

Research statement

- Describe your vision
- Describe 1-3 feasible projects
 - Connect to your past experience
 - Suggest possible funding sources
 - Potential role of trainees



Show that you know what is required to get a project off the ground

Teaching statement

- What content do you have expertise
- Teaching philosophy
 - Lecturing
 - Active learning approaches
 - Use of technology

Final Comments

- Target your application appropriately
 - A college application would emphasize teaching over research
- Consider your goals and the stage of your career
 - UBC applicants tend to have more experience

