

Teaching CV commented by:

Dr. Gary Poole,

Director Centre for Teaching and Academic Growth
The University of British Columbia

Maria M. J. Espada, PhD

Dept. of Something
2350 Health Sciences Mall,
University of British Columbia, Vancouver, BC (V6T 1Z3)

maria.espada@interchange.ubc.ca
Tel: 1-604 822 XXXX
Fax: 1-604 822 XXXX

EDUCATION

Ph.D. in Cell Biology, *summa cum laude*,
University of City

April 2002-January 2006
Another City, Country

M.Sc in Cell Biology, *summa cum laude*
University of City

April 2002-June 2004
Another City, Country

Licentiate in Biology - Molecular and Cellular Biology
University of Hometown

1996- 2001
Hometown, Country

UNIVERSITY TEACHING EXPERIENCE

Teaching assistant,

2002/2004

Department of Cellular Biology,

University of City, Country

Taught the laboratory section for the first-year undergraduate *Cytology* course (75 hours per year, 150 hours). Organized lectures and designed laboratory demonstrations to illustrate course concepts. Had weekly office hours to advise students. Graded reports and laboratory exams of 160 students throughout the 2 years.

SECONDARY SCHOOL TEACHING EXPERIENCE

Secondary School Teaching Certificate – Natural Sciences

2002

Another University

City, Country

Postgrad certification required for secondary teaching. Acquired specific formation on the education system, psychology, pedagogy, general didactic and Natural Sciences specific didactic.

Teaching assistant, Secondary School

2001/2002

San Benito High School

City, Country

Taught part of last year High School course in *Sciences of the Earth and the Environment* working collaborate with a science teacher. Organized lectures and led discussion about geology and environmental topics including acid rain and global warming (30 hours).

RESEARCH EXPERIENCE

Postdoctoral Fellow - University of British Columbia

April 2006 - present

Department of Something

Vancouver, Canada

Advisor: Dr. Advisor

Postdoctoral research on the molecular basis of some cellular process. Characterized a novel signaling pathway controlling some function and identified targets to promote some cool effect. Presented research at conferences including an award-winning oral presentation. Project resulted in one provisional patent applications and one first-author manuscript submission.

General impression:

It is clear from this CV that this postdoc has had far more opportunity to develop her research career than her teaching career. This probably applies to many of the post-docs in her area (biomedical sciences), and it means that she must make the most out of what she has in terms of teaching. My comments added to this CV invite you to do this by finding ways to demonstrate your impact, especially in your TA work. I think this is possible for this precise case because she was asked to design some things, and this means she affected the course in some way.

Did you present these lectures? Did you apply any of the things you acquired from your earlier secondary school teaching experience regarding pedagogy and so on? What impact did you have? What did you add to this course in your design tasks? Present yourself as an "early innovator," if possible.

This could have some potential. What sort of information did you acquire regarding psychology and pedagogy? You do need a statement of teaching philosophy and you need to link it to this section of your CV.

PhD candidate - University of City

Department of Cellular Biology.

Advisor: Prof. Advisor

April 2002 – January 2006

Another City, Country

PhD Thesis research on some other cellular process. State here one of the major achievements of the PhD research project. Follow with another major achievement since a PhD is long enough to have more than one big story. Published four first-author publications and authored four collaborations. Also published two review articles.

More needed here regarding what this entailed. This could mean anything from making sure they didn't break anything to being them learn to think like microbiologists.

MENTORING EXPERIENCE**Student Supervisor - University of British Columbia**

Department of Something

September 2006 - present

Vancouver, Canada

Supervised and mentored one undergraduate and one Masters student during their laboratory research.

Some student organization Co-Organizer

December 2006 – present

Volunteered for a non-profit Student Association that represents whatever population at the University of British Columbia. One of the things Maria did goes here. One other aspects that relates to mentoring goes here too.

UNIVERSITY SERVICEReviewer for *Journal of Cell Science*

2007 - present

Member of some committee

2007 - present

One role on the student society

2007

Another volunteer role

2006 - present

Member, search committee for some position, UBC

2006 - present

Member, search committee for another position, UBC

2006 - present

AWARDS AND HONORS

List of fellowships and awards received since the Undergraduate Scholarship.

PATENTS**PUBLICATIONS****SELECTED ABSTRACTS**

Lists of the patents, publications (research articles and reviews in separated categories) and the major talks or presentations. This CV probably is 4 pages long once incorporated the publication list and the extra information that would make it better.

Tips about Teaching Statements:

Given the nature of Maria's CV, I believe she does need to write a brief (250 words or so) **teaching statement**. She might want to start by presenting her views on what it means to think like a scientist in her discipline. Then, ask herself, "How is this thinking acquired?" and "What have I done and what would I do to help students develop this thinking?" Can she refer to anything specific in her mentoring that does this? Her TA work, in which she developed course materials and lectures, might provide some good examples of impact and ways you gave students opportunities to think like scientists? When she graded work, what was she looking for? Was it exclusively a search for correct answers and the appropriate use of vocabulary, or was she able to look for evidence of other things, like scientific reasoning? If so, what would that look like?

When she answers some of these questions in her statement, she should see if she can link some of her answers to the albeit brief section in her CV.

Academic CV commented by:
Dr. Tim O'Connor,
 Dpt. Of Cellular and Physiological Sciences, Faculty of Medicine
 The University of British Columbia

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EDUCATION

<p>Ph.D. in Cell Biology, <i>summa cum laude</i>, University of City</p> <p>M.Sc in Cell Biology, <i>summa cum laude</i> University of City</p> <p>Licentiate in Biology - Molecular and Cellular Biology University of Hometown</p>	<p>April 2002-January 2006 Another City, Country</p> <p>April 2002-June 2004 Another City, Country</p> <p>1996- 2001 Hometown, Country</p>
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RESEARCH EXPERIENCE

<p>Postdoctoral Fellow - University of British Columbia Department of Something Advisor: Dr. Advisor</p> <p><u>Project:</u> <i>Molecular basis of some cellular process.</i> US Provisional Patent Applications 1, one first-author manuscript submission (9) and one review article (R3)</p> <p>PhD candidate - University of City Department of Cellular Biology. Advisor: Prof. Advisor</p> <p><u>Project 1:</u> <i>Contribution protein XYZ to some interesting disease.</i> Three first-author articles (1, 2, 4) and one review article (R1).</p> <p><u>Project 2:</u> <i>Expression and role of XYZ during organ Y development.</i> One first-author article (7) and one review article (R2).</p> <p>Also authored 4 research articles as a collaborator (3, 5-6, 8).</p>	<p>April 2006 - present Vancouver, Canada</p> <p>April 2002 – January 2006 Another City, Country</p>
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TEACHING EXPERIENCE

<p>Teaching assistant, University of City (Country) Taught the laboratory section for the undergraduate cytology course (150 hours). Organized lectures, and graded reports and laboratory exams of 160 students.</p> <p>Secondary School Teaching Certificate – Natural Sciences Another University</p> <p>Teaching assistant, San Benito High School (Country) Taught part of a course in Sciences of the Earth and the Environment and organized the lectures (30 hours)</p>	<p>2002/2004</p> <p>2002 City, Country</p> <p>2001/2002</p>
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General impression:
 The format of this CV is quite good. However, the presentation is up to the individual when applying to faculty positions. It is the substance of the CV that will get you a job. As a general rule, try to keep it clear and concise. A too colorful CV could distract and hurt more than help.

Some people like adding the title of their thesis. It is optional.

We don't need to read about your research here, so you should not include a short description of your project. The right place to do it is on the research proposal and summary of research achievements that accompany the CV on your application.

The strategy that Maria has followed listing every publication under every project is a great idea. It shows that she is not trying to hide anything, we can see what she produced at each stage of her career.

AWARDS AND HONORS

List of fellowships and awards received since the Undergraduate Scholarship.

PROFESSIONAL AND ACADEMIC SERVICE

Reviewer for <i>Journal of Cell Science</i>	2007 - present
Member of some committee	2007 - present
One role on the student society	2007
Another volunteer role	2006 - present
Member, search committee for some position, UBC	2006 - present
Member, search committee for another position, UBC	2006 - present

PATENTS

PUBLICATIONS

SELECTED ABSTRACTS

Lists of the patents, publications (research articles and reviews in separated categories) and the major talks or presentations. This CV probably is **4 pages** long once incorporated the publication list and the extra information that would make it better.



Maria has decided to list her teaching experience first followed by the awards and honors section. This is something that you may want to modify depending on the institution you are applying to. A research intensive institution may prefer to see your honors higher on your CV, particularly if you have been awarded important fellowships or have some grants. Schools with a greater teaching component may value teaching by listing it on your first page.

If included, meeting presentations should be listed in the last place.

You may want to add your references at the end. There is space to do that in the application but not everyone is going to read your recommendation letters and if you have someone with an important name as a reference committee members may recognize it.

General comment:

In the case of Maria, she is still professionally “young” for faculty applications. Your professional stage is not result of the years as a postdoc, but of your productivity. Maria’s single publication from her postdoc is still submitted. She may want to wait and apply once it is accepted. Without it, the CV shows that her project, or even her postdoc, is not yet finished.

There is no place in an academic CV to balance this lack of publications. No additional description or list of conferences can tilt the balance. Publications are the most important element of the academic CV.

Research Administration résumé commented by:
Dr. David Charest
Senior Research Program Manager
Genome British Columbia

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SUMMARY OF QUALIFICATIONS

- Biological Sciences Postdoctoral Scholar with a proven track record or project management and publication in high-profile journals.
- Flexible and adaptable with proven people skills, able to work with different kinds of people at different organizations.
- Excellent communicator in both written and oral media, awarded international fellowships for written grant proposals and presented results at international conferences.

Maria should link this section to the cover letter.

EDUCATION

Ph.D. in Cell Biology, University of City, City, Country
M.Sc in Cell Biology - University of City, City, Country
B.Sc in Biology - University of Hometown, Hometown, Country

April 2002-January 2006
April 2002-June 2004
1996- 2001

It would be worth providing the title of your thesis or description of your major area of research. Place your teaching certification here.

RESEARCH/PROJECT MANAGEMENT EXPERIENCE

Postdoctoral Fellow - University of British Columbia, Vancouver, Canada April 2006 - present

- Designed a research project, generated preliminary data and wrote application for a research grant (Cd\$150,000).
- Scheduled and performed experiments leading to the completion of the project within the expected time and budget. Project resulted in one provisional patent application (P1) and one manuscript currently submitted to a high-profile journal (9).
- Supervised and mentored one undergraduate and one master student during their laboratory research.
- Took a Project Management Course and implemented project management frameworks to schedule and monitor my work on the project and that of my trainees.

Management skills is important for someone interested in transitioning from the lab bench. It is important to be independent and a self-starter when climbing the academic ladder as outlined by the first authorship papers. These are critical skills for industry and large-scale scientific environment as well, however, there is a great deal of emphasis on relationship through teams in these environments as everyone's work is more integrated on corporate goals. At GBC there is a real emphasis on personal and corporate goals. Supervisory experience and collaborative research experience internally, locally, nationally or internationally is a considered a plus for an RPM position.

PhD candidate - University of City, City, Country

April 2002 – January 2006

- Designed and conducted original research in *some cellular process*.
- Coordinated two research projects that culminated in four first-author publications (1, 2, 4, 7) and two review articles (R1-R2).
- Provided technical expertise in several collaborations that resulted in four research articles (3, 5-6, 8).
- Managed 2 mice colonies and coordinated the weekly ordering and housing of mice.

TEAM BASED/SUPERVISORY EXPERIENCE

Some Student Association Co-Organizer
Some Student Association

December 2006 – present

- Here Maria explains her role as a member of this organization. In this point she focuses on the interaction and leadership, she wants to show she can work as part of a team, which is very very important for non academic jobs.
- In this second point she explains some of the events she organized or helped to organize. She wants to show she can plan and lead to completion projects, even if they are not research projects.

Teaching Assistant

2001-2004

University of City and San Benito High School, Country

- Taught the laboratory section for the undergraduate cytology course (150 hours). Organized lectures, and graded reports and laboratory exams of 160 students.

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SUMMARY OF QUALIFICATIONS

- Biological Sciences Postdoctoral Scholar with a proven track record or project management and publication in high-profile journals.
- Flexible and adaptable with proven people skills, able to work with different kinds of people at different organizations.
- Excellent communicator in both written and oral media, awarded international fellowships for written grant proposals and presented results at international conferences.

EDUCATION

Ph.D. in Cell Biology, University of City, City, Country April 2002-January 2006
M.Sc in Cell Biology - University of City, City, Country April 2002-June 2004
B.Sc in Biology - University of Hometown, Hometown, Country 1996- 2001

RESEARCH/PROJECT MANAGEMENT EXPERIENCE

Postdoctoral Fellow - University of British Columbia, Vancouver, Canada April 2006 - present

- Designed a research project, generated preliminary data and wrote application for a research grant (Cd\$150,000).
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- Supervised and mentored one undergraduate and one master student during their laboratory research.
- Took a Project Management Course and implemented project management frameworks to schedule and monitor my work on the project and that of my trainees.

PhD candidate - University of City, City, Country April 2002 – January 2006

- Designed and conducted original research in *some cellular process*.
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TEAM BASED/SUPERVISORY EXPERIENCE

Some Student Association Co-Organizer December 2006 – present
Some Student Association

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- In this second point she explains some of the events she organized or helped to organize. She wants to show she can plan and lead to completion projects, even if they are not research projects.

Teaching Assistant 2001-2004
University of City and San Benito High School, Country

- Taught the laboratory section for the undergraduate cytology course (150 hours). Organized lectures, and graded reports and laboratory exams of 160 students.

Place this section above **EDUCATION** since the goal is to apply for a position. The education will become less and less relevant as her career advances outside of the basic research arena.

This is very important for a position at GBC. Having some experience in setting milestones and generating budgets for project research activities. Some more details would be welcome in the CV and highlighted in the cover letter.

This is a very important point that Maria raises in her CV/résumé. Anyone who wants to make a transition to a new position needs to be clear about their decisions to leave the bench. She demonstrates intention to make a career change by enrolling in a non-science course. Maria should create a separate section entitled **"ADDITIONAL TRAINING"** that outlines these sorts of initiatives.

I like this section because it emphasizes Maria's skills. Is this a volunteer or salaried position? Alone this can seem out of place for a person with a very strong scientific background like Maria's. However, it would be very appropriate if properly introduced and brought into context in her cover letter creating links between her experience in this position and the job posting i.e. what skills did she acquire? How does it apply to the current application? This is the type of experience I look for when reviewing scientist CVs/résumés

TEAM BASED/SUPERVISORY EXPERIENCE (cont.)

- Taught part of a last year High School course in Sciences of the Earth and the Environment. Organized lectures (30 hours)

President, Provincial Federation of Figure Skating

2000-2002

- Here Maria describes in a few bullet points her role in this federation. She says how many clubs and skates she has overseen during this time, explains how she chaired meetings and championships (leadership) and how she communicated with coaches, directives skaters and skaters' family during championships. This is important for her to support what she stated in her summary ("able to work with different kinds of people at different organizations.")
- Second point
- Third point

COMMUNICATION EXPERIENCE

- Certified as Secondary School Teacher (Another University, Country, 2002)
- Broad experience in national and internal science presentations in Native Tongue and English. Received numerous presentation awards (e.g. Postdoctoral award of some society 2007 and some poster award at another meeting 2007).

- Awarded several fellowships for written grant proposals:
 - List of fellowships and awards received since the Undergraduate Scholarship.
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 - List of fellowships and awards received since the Undergraduate Scholarship.
- Awarded the Doctoral Prize to the best thesis defended at the Faculty of Medicine during the academic year 2005-2006 (University of City, Country)

PATENTS AND PUBLICATIONS

List of patents and publications. This resume actually fits in 2 pages.

This section is still quite important for the Graduate Student, Post-doctoral Fellow or Research Associate transitioning from the bench to business. From a Research Program Manager perspective at GBC it describes her research successes and scientific abilities. This is always important when working within a scientific sphere as it provides a level of credibility with bench researchers. As Maria acquires more management experience this will become less important. Experience with patents is valuable not from a content perspective but a process one. This is an adds bonus for her. A Research Program Manager working at GBC can be expected to be involved in licensing and patenting. I would place the presentations here and call the section **PUBLICATIONS, PATENTS AND PRESENTATIONS**. Separate each section with a sub-section publications, patents and presentations.

Is this a volunteer or salaried position? Alone this can seem out of place for a person with a very strong scientific background like Maria's. However, it would be very appropriate if properly introduced and brought into context in her cover letter creating links between her experience in this position and the job posting. This is the type of experience I look for when reviewing scientist CVs/résumés

I wonder if this would be better represented in the **EDUCATION** section

I would place the presentations in the **PATENTS AND PUBLICATIONS** section

I was really excited about this reference to grant proposals since GBC invests research projects. This is one area I look for in any candidate since a part of the responsibility of an RPM is to review and critique research proposals for large-scale genomics and proteomics projects. Did Maria write or help write grant proposals or was her fellowship part of her supervisors application? Please elaborate. There is reference to this skill during her Post-doctoral training which is excellent.

Maria was awarded several prominent awards during her research career. I would suggest she create a separate **AWARDS** section to highlight this fact.

General comment:

Maria did a very commendable job given that there was no real job description! The CV contains detailed information on many aspects of Maria's training both in science and other volunteer/work experiences. What she may be lacking from a business administration perspective is non-academic job experience. This is typical for most researchers at this stage in their career and is not necessarily something that impedes success. Maria focuses on a number of her strengths including 'soft' communication skills which are considered very important in a non-academic environment. The take home message is to tailor both the CV/résumé and cover letter to the target job description and ensure that they cross-reference. Also, Maria should be sure that her references are aware of her intent to transition away from the bench and academic research and the reasons for the decision to do so. It is absolutely critical that the message is clear on all fronts if Maria is to be successful in making a career change.

Industry CV/ résumé commented by:
Dr. Anthony T. Cheung
Chief Scientific Officer
enGene, Inc.

Maria M. J. Espada, PhD

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University of British Columbia, Vancouver, BC (V6T 1Z3)

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SUMMARY

- Cell Biologist with 7 years of research experience in A and B.
- Strong background in molecular and cellular biology with emphasis in the molecular basis of some cellular process.
- Productive research career with proven track record :
 - ~ award winning PhD thesis
 - ~ 9 research articles
 - ~ 1 provisional patent application.
- Strong leadership skills and teamwork experience in a diverse academic research environment.

...in how many years?

... application on....

This summary was initially formatted as a single paragraph. Dr. Cheung separated the sentences and added the bullets.

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April 2002-January 2006
Another City, Country

M.Sc. in Cell Biology, *summa cum laude*
University of City

April 2002-June 2004
Another City, Country

B.Sc. in Biology - Molecular and Cellular Biology
University of Hometown

1996- 2001
Hometown, Country

RESEARCH EXPERIENCE

Postdoctoral Fellow - University of British Columbia
Department of Something
Advisor: Dr. Advisor

April 2006 - present
Vancouver, Canada

- Designed and performed a successful research project to investigate the *molecular basis of some cellular process* aimed to identify novel targets for some diseases. This work provides the basis for novel therapeutic strategies to promote something good.
- Devised a strategy to (do something challenging). This method resulted in (some outcome) within 3 months.
- One more bullet point on the research project. Knowledge of this pathway resulted in one provisional patent application on novel methods to promote something good.
- Project also resulted in one opinion article and one manuscript describing (one line description) currently submitted to a high-profile journal.
- Wrote manuscripts and technology transfer disclosure forms • Collaborated with technology transfer office in the writing of provisional patent applications and marketing materials • Presented research at conferences including an award-winning poster presentation

Overall she has done a good job describing what she has done in her research career. This section can be improved by explaining what the are some of the significance of her findings.

PhD candidate - University of City

Department of Cellular Biology.

Advisor: Prof. Advisor

April 2002 – January 2006

Another City, Country

- Designed and conducted original research in *some other cellular process* focusing on the participation of some protein using a variety of neuronal cell cultures, fluorescent imaging and *in vitro* and *in vivo* models of some disease.
- State here one of the major achievements of the PhD research project.
- Follow with another major achievement since a PhD is long enough to have more than one big story.
- Successfully completed two research projects that culminated in four first-author publications and two review articles.
- Provided technical expertise in several collaborations.
- Wrote manuscripts and presented research findings at conferences and invited lectures in Native tongue and English
- Taught and participated in the course design of the laboratory section for the undergraduate cytology course (150 hours, 2002-2004). Organized lectures, graded reports and laboratory exams of 160 students.

AWARDS AND HONORS

List of fellowships and awards received since the Undergraduate Scholarship.
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ADMINISTRATIVE / LEADERSHIP EXPERIENCE**Member of committees and matrix teams** 2006 - present

- Represented postdocs as a member of Some Committee, Faculty of Medicine, UBC
- Participated in recruitment as a member of the search committee for (list here some committees), Faculty of Medicine, UBC

Some Student Association Co-Organizer December 2006 – present
Some Student Association

- Here Maria explains her role as a member of this organization. In this point she focuses on the interaction and leadership, she wants to show she can work as part of a team, which is very very important for non academic jobs.
- In this second point she explains some of the events she organized or helped to organize. She wants to show she can plan and lead to completion projects, even if they are not research projects.

Reviewer for Journal of Cell Science 2007 - present

She should consider elaborate on what kind of collaborations was she involved in and what role she played. She may want to use this opportunity to showcase her ability to work in a team setting or maybe in a cross-disciplinary setting.

It is unclear from what kind of administration/ organization skills are required of Maria in her role. Should elaborate more. Since this is a section on leadership, you need to tell potential employer how you exercise your leadership in the roles you stated. Employers in Industry put quite a bit of weight on team players; you might want to elaborate your team skills in this section as well. The description of role as Co-Organizer of the Student Association below is well done. Maria should try to follow that.

PATENTS**PUBLICATIONS****SELECTED ABSTRACTS**

Lists of the patents, publications (research articles and reviews in separated categories) and the major talks or presentations. This CV probably is **4 pages** long once incorporated the publication list and the extra information that would make it better.

General comment:

I found Maria's CV very well done. I've made some edits in the formatting. Overall, this CV follows a format that is commonly used in Industry job applications and it covers most of the relevant information.

I think this version of the CV is a good starting point. However, you will need to tailor your CV to cater to the job you are applying on a case-by-case basis. For example, you may be applying for a Cell Biologist position and in that case you should focus your CV more on your experience in cell and molecular biology and less on specifics of neuroscience.

Maria has done a good job in showcasing her skills and innovation as a scientist. As I have commented in the previous boxes, I think she should elaborate more on how her other administrative positions demonstrated that she have leadership and experience in working in a team setting. These are the two factors that are commonly emphasized by industry.

If you have done anything outside of your work (e.g. community services etc) that you think provide a witness to your organization and people skills, you should consider to include them as well.