



RESUME CLINIC

UBC Career Services

- Sarah Belanger
- Irene Chan
- Marlene Delanghe
- John Horn
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OUR FOCUS TODAY

Resumes -

Document used to
apply for non-
academic positions



Learning Objectives

1. Know the importance of targeting an application to a specific job posting and how to do this
2. Write an effective accomplishment statement
3. Construct a more effective layout to present your qualifications



Targeting – A Story





1. Target Your Application

JANE WATANABE

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CAREER OBJECTIVE

To contribute to the success of a food company where I can apply my food science knowledge to increase food safety.

SKILLS, KNOWLEDGE, AND STRENGTHS

- Working knowledge of GMP, HACCP, ISO, and other international food laws and regulations.
- Understanding of microbiology testing of yeast, molds, SPC, E.Coli, Staph, Salmonella, Listeria and others microorganisms commonly reported in the food system.
- Computer skills: Ability to use computer software including SPSS to interpret data and write reports.
- Strong oral and written communication demonstrated through academic presentations and busy customer service roles.
- Able to work effectively under pressure to manage deadlines.



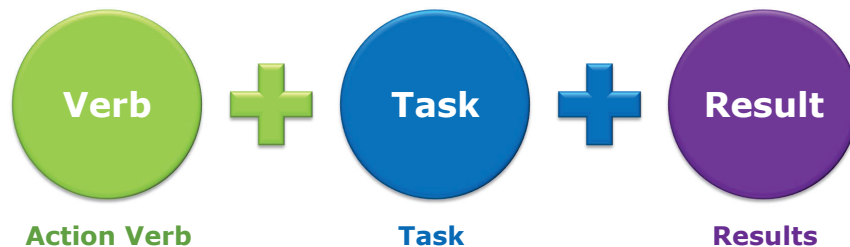
AN ACTIVITY



- Find a partner!
- Designate:
 - Person "A"
 - Person "B"
- Wait for next instruction



2. Write Accomplishment Statements



- Sentences start with an action verb
- Highlights a key transferable skill
- Creates a strong, consistent language on your application

- What you did
- Choose a task relevant to what you might do in your future role

- Outcome
- What happened?
- Measurable success (e.g. Achievements, \$\$ raised, # of people at your event, positive feedback)



Job Accomplishments ARE NOT Job Descriptions

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.

FOCUS ON RESULTS



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

3. Use Relevant Headings

Show all relevant experience – paid, unpaid and academic under “Related Experience” heading OR create “subsections”

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

For more information:

careers.ubc.ca



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