



# **CV Writing Academic & Industry Job Search**

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# Intended Outcomes from Today's Workshop

- Academic and Industry Paths
  - Things to Consider
- Constructing Your CV and Resume
  - Headings and Content
  - PAR Statements
- Reference Etiquette
  - Who to ask, when, what info to give them

# CONFESSIONS OF THE RECRUITMENT INDUSTRY

TOP SECRET



applications received **200** seconds after a job is posted



average time spent looking at a CV is **5-7** seconds



**17%** chance that your cover letter will be read



**1**

spelling or grammar mistake and your CV will be thrown in the trash can

**68%** of employers will find you on Facebook



**76%** of CV's are ignored if your e-mail address is unprofessional



**88%** job rejection rate if you have a photo of yourself on your CV

an average of **250** CV's are received for each job position

**89%** of businesses planned to use social media networks for recruitment in 2011



86% LinkedIn



60% Facebook



50% Twitter

**1 in 3** employers rejected candidates based on something they found about them online

**427k** CV's are posted on Monster every week. That is approx the population of Luxembourg



compiled by **b** behiring

graphs.net

Speed Reading

Be Careful

Use your MIT email

LinkedIn Now 94%

Tpyos r wicked badd

Use Good Judgment



# CV Writing Things to Consider

**Before you can write...think about what's next in your career**

- Do I need a job NOW, or do I have time to look?
- Do I want the Academic track, or should I consider Industry?
- If a non-US citizen, will my visa status impact my search?
- Is another Postdoc or continued education an option?
  - What are the financial implications of this option?
  - Will the economic climate be the same in the next few years?
- Are there other jobs I can perform until I find what I'm looking for?
  - Sometimes job search is two-step process to land the job you want
- Is a different profession/industry an option?



# CV Writing

## Things to Consider

**If targeting industry...Is the culture in line with my work and life styles?**

- What type of company structure would be one that I am comfortable in?
- What atmosphere would be one in which I felt I could work and be productive?
- Am I compatible with the work environment I am pursuing?
- Do my philosophies and life values align with the company core values and guiding principles?



# Where do You Want to Work?

What kind of Academic Institution do you want to work in; what role do you want?

- How big?
- Public, private, something else?
- Research (how much)?
- Teaching (how much)?
- Students (what level)?
- Funding?
- Other roles within the institution?
- U.S. or International?



# Where do You Want to Work?

What Industry do you want; what role do you want to have?

- What Industry?
- Public, private, non-profit?
- Start-up?
- Research or technical roles?
- What size organization is right for you?
- Leadership or support roles?
- Other roles within the company?
- U.S. or International?



# What are Your Strongest Selling Points?

What are the top 3-4 things you want potential employers to know about you? Consider:

- **Skills (Technical and Behavioral)**
- **Achievements**
- **Knowledge Areas**
- **Professional qualities**
- **Other**

**Take a minute now to jot them down**





# Who Can Give You Targeted Feedback on Your Document?

You'll need people who could review your document and provide helpful feedback

- **Mentors**
- **Career Counselors**
- **P.I.'s**
- **Other Postdocs or Students**
- **Friends**
- **Others in Your Network (Alumni)**



# Curriculum Vitae means ...

The term **Curriculum Vitae** comes from the Latin **Curriculum** - “course” and **Vitae** - “life”

“The course of one’s life.”



# What is a Resume?

Merriam Webster Dictionary

**ré·su·mé** *noun* \ 're-zə-, mā,

- A short document describing your education, work history, etc., that you give an employer when you are applying for a job
- A list of achievements
- A short description of things that have happened

Your Resume is not your Autobiography



# CV vs. Resume

## Curriculum Vitae

- A full list of your professional and educational history
- Length is not important, usually several pages
- Mostly used for academic and research positions
- Full list of publications
- Content is more important than Style
- Less tailoring to fit job
- References are included

## Resume

- List of relevant skills pertinent to the targeted job/company
- Usually one page, two is OK
- Used for non-academic or some research positions
- Business focused, no personal information
- Content and Style are both important
- Adapted to fit each specific job
- References not included



# What is a CV Used For?

Applying for:

- Teaching or research opportunities
- Fellowships or further academic training
- A grant or contract funding proposal
- Tenure or promotion
- Membership in a professional society or organization
- Submitted as background bio for an introduction to a lecture or presentation



# Are Your Strongest Assets Apparent?

As you develop your CV & Resume

- You want to make your 3-4 most notable skills, achievements, knowledge areas leap off the page for readers
- You want to survive the 10 second rule and get into the **YES** pile



# Are You Presenting All Of Your Assets?

## Don't forget your Behavioral Assets

- Ability to work in a collaborative environment
- Ability to work in a multi-disciplinary environment
- Ability to lead a project
- Strong verbal and written communication skills
- Team...etc.



# Develop Your CV Strategically

- Who is your audience?
- How technically savvy are they?
- What will they find interesting about you?
- Material you present early in your CV is likely to stand out more than material placed later
  - An exception – publications, often towards the end
- Headings can be titled strategically, and moved around





# CV Format Basics

- No standard format or style for writing a CV
- Consult with people in your discipline about particularities of CV's in your field
- CV's are often longer than resumes - completeness is more important than brevity
  - 2 to 4 pages for a young professional
  - 4 to 7 pages for a person with more experience, etc.



# Resume Format Basics

- Resumes for PhD's and Postdocs can be 2 pages, with an occasional 3<sup>rd</sup> page for other achievements , i.e.: Pubs, Patents, Talks, etc.
- Consult with people in your discipline about formats/content of Resume's in your field
- Be succinct and communicate:
  - Your Skills
  - Your Value Proposition
  - Impact/Results



# Make Your Documents Easy to Read

- Good balance of white space to text
- Too large a font is hard to scan visually
  - 10-12 points is recommended, but varies with typeface
- Make it easy to navigate
  - Clear headings
  - Not too many formatting features – bold, italics are okay; minimize underlining
  - See our Handbook for ideas, formats, various styles:  
<http://gecd.mit.edu/sites/default/files/handbook.pdf>

# Typical Sections on a CV

## Most Common:

- **Name & Contact Information**
- **Education**
- **Dissertation Title or Topic**
- **Fellowships/Awards/Honors**
- **Research Experience**
- **Teaching Experience**
- **Other Professional Experience, e.g., Industry Experience, Government Experience**
- **Presentations/Invited Talks**
- **Publications**

## Other Common Headings:

- **Skills** – may include subcategories such as **Computer, Languages, Lab Instrumentation**
- **Professional Associations**
- **Leadership & Activities** – or **University Service**
- **Research Interests**
- **Areas of Expertise**
- **Prepared to Teach**
- **References**



# Your Name & Pagination

- Make name larger than the basic font size
  - If your text is a 12 font, make your name 14-16
- Put your name on every page
- Number pages in header or footer:
  - Page one of five or Page 1 of 5
- Consider including your name:  
i.e.: “Research Slave - Page one of five”



# What Not to Include

- Omit references to:
  - Age, Marital status, Children, Health, Spouse's work, Religious affiliation, citizenship
- No photos in the U.S., but know your audience
- Not necessary to title the document “Curriculum Vitae” or “Resume” - it’s understood
- Do not need to write these words:
  - “Personal Information,” “Contact Information,” “Email,” they are understood, and no multiple addresses

**Don’t put anything on your document that isn’t adding value to your message**



# Education Section

- Start with Institution name in bold
  - Include locations
- Do not have to include every institution that you have attended – only those where you received a degree



# Thesis Research Often Noted in Several Places on CV

- Include thesis title under Education
  - May include a brief summary
  - List your advisor
- Include thesis research under Research Experience
- May attach an abstract of your research to your CV





# Dissertation Abstract as Appendix to CV

- A separate page or two at end of CV
- Briefly summarize your research -
  - Make it scholarly to interest people in your field
  - Note its contribution to the field
  - Make it comprehensible to people outside field
- Write “**See Abstract Attached**” in the Education Section after thesis title



# Fellowships and Awards

- Clarify awards and other information if readers are not likely to grasp their significance
- Don't have to include every award; not everyone includes this section
- This section can go later if you prefer not to feature it up front



# Experience Sections Research & Teaching

- Describe both *teaching* and *research* experience in detail...not just what you did, but how you did it
  - Teaching can include evaluation scores, size of class, etc.
- For positions that primarily involve research, put *research* experience first
- For primarily teaching positions, put *teaching* experience first
- Under Research Experience, most current research will probably be listed first



# Should You Include Work Experience?

- If it's relevant to your academic interests
  - Include it and clarify the relevance in your description
- If not directly relevant to your academic interests:
  - Are there skills you gained that make the experience worth including?
- If not relevant...omit



# Use PAR Acronym to Describe Experiences

<b>P = Project</b>	}	<b>Tell a Story</b>	<b>- Setting</b>
<b>A = Action/Activity</b>			<b>- Plot</b>
<b>R = Results</b>			<b>- Ending</b>

PAR statements feature skills and accomplishments

- Projects you were involved with
- Activity/Actions you took (verbs=skills)
- Results – impact of your work, usefulness of the project

**Used for both CV's and Resume**



# PAR: P=Projects

Establish the “setting”

- What problems are you trying to solve?
- What knowledge area are you working in?
- What impact, in the “real world” might your work ultimately lead to?
- Write this so nontechnical people, as well as technical people, can get some idea of what you are/were working on



# PAR: A=Activity

## Develop the plot

- Use verbs to reflect your skills
- Page 25 in Handbook: list of great action verbs
- Include transferable activities/skills such as:
  - developed, researched, collaborated, wrote, presented, lead a team, built, supervised, etc.
- Consider the 3-4 great points that you want people to know about you



# PAR: R=Results

What result/impact did you have?

- Doesn't always have to be a research finding: E.g.,
  - Created a methodology that has now been adopted for ongoing use
  - Research is ongoing
  - Work is being written up for publication
  - Finished project ahead of schedule and under budget





# Content – Message

## Actual Examples

- **Before** – Work included research on interface sensitive behavior of materials
  - **After** - Collaborated with lab teams to develop experimental and theoretical research on interface sensitive behavior of materials by using innovative triborheometry fixture/design
- 
- **Before** – Worked on diffusion coefficients and Brownian dynamics of DNA origami structures
  - **After** – Led project team to create a model to calculate the diffusion coefficients and Brownian dynamics of DNA origami structures in collaboration with researches from MIT and Harvard

*List what you did and how you did it!*



# Avoid Gaps in Time

- In general it's not a good idea to leave a gap un-described
- Talk over with others how to handle complicated time periods



# Publications Section

- List in reverse chronological order
- Put your name in **bold**
- Can use asterisk\* on papers for which you made leading contribution
- Can create separate categories: “Publications,” “Presentations”
- Can group Publications in sections, e.g: “Books,” “Refereed Articles,” “Abstracts”
- Can list “Works in Press,” “Submitted Articles” or “Works in Progress”



# Presentations Section

- Papers presented at conferences - include:
  - Title of paper
  - Name of conference
  - Dates
  - Location
- May indicate: “Invited Presentations,” “Posters”



# References Section

- 3 - or more - individuals who can comment (positively) on your fit with institutions to which you are applying
- Provide:
  - Name and Title
  - University affiliation and address
  - Contact information- telephone/email, etc.



# Choose Referees (Strategically) who ...

- Know you and your work well
- Have high external visibility
- Can speak well of you from various perspectives
- Can comment on your unique experiences, strengths, and address any weaknesses or issues that may be of concern
- If pursuing teaching, include a teaching reference



# Reference Etiquette

- Ask permission of your referees before submitting their names



# Reference Letters - Prepare Your Referees

If **letters** of recommendation are required:

- Give 2-4 weeks advance notice to referees
- Meet, discuss with referees topics to cover - they can tailor letters to positions
- Provide clear information about deadlines, addresses, specifications if any
- In some cases may submit “draft” of a letter to your recommender to assist them





# Reference Letters - Follow-up with Referees

- Tactfully follow-up to be sure letters will be/have been mailed in time
  - “I’m checking in to see how things are going with my letter of recommendation, if you would like any more information from me, or if I can be helpful in any way, etc.”

# Even if Written Letters are NOT Required ...

- Meet with your referees, discuss what you are applying for, review your work with them
- Provide your CV
- May provide a list of projects, accomplishments, your referee can review
- May provide a list of highlighted talking points targeted to a particular position
- Can provide other material too – e.g., copy of a paper you have written



# Inform Referees About New Applications

When you provide reference information to an institution:

- Advise referees that they may be getting a request
- Keep referees up-to-date on your professional activities



# Interfolio Reference Service

Interfolio <https://www.interfolio.com/index.cfm>

- An Internet service that will hold letters of reference for you, send them out at your request.
- Costs you money but the fees are reasonable; free to recommenders
- Easy to use for you and for recommenders
- Helpful if your recommenders frequently travel or are very busy
- Gives you more control over getting letters out, but you lose some personalization of letters



# When To Prepare Your CV for the Academic Job Search

**Sep - Nov** - Seek advice and support of your advisor and other mentors. Develop CV and begin to apply for jobs. Network!

**Nov - Jan** - Prepare for screening interviews at annual conferences. Ask advisors to help if they can; for example...by making calls on your behalf.

**Jan - Mar** - Prepare for campus visits. Some may begin with telephone or Skype screening interview. Follow up with enthusiastic thank you letters following each interview

**Mar - May** - Negotiate offers. Be sure you are being offered the space and resources you need.



# Other Documents for Academic Job Applications

- **Research Statement**

- Length can vary, generally 3-6 pages
- Includes both your current and future research
  - And your future should align with their future
  - May include your ability to obtain funding

- **Teaching Statement**

- Reflects your philosophy as a teacher, usually 1 page
- Identifies what undergrad classes you would teach and what graduate courses you might develop

- **Cover Letter**

- 1 page introduction that highlights your abilities to successfully work in their environment



# Develop Your Target List of Academic Institutions

<http://classifications.carnegiefoundation.org/>

<http://nextwave.sciencemag.org/cdc/>

<http://www.academickeys.co>

Academic journals (Science, Nature, etc.)

Society newsletters, journals and websites

BMES, SFB, MRS, TERMIS, AIChE, ACS

Departmental websites

Emails to your department head/advisor

Conference postings

Talking / networking with others in the field



# Thank You

## Final Q & A

“What lies behind us and what lies before us are tiny matters compared to what lies within us”

Oliver Wendell Holmes