

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

1st

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

Tpyos r wicked badd



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



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

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

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



Speed Reading

Be Careful

Use your prof email

LinkedIn Now 96%

Use Good Judgment Now 42%

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graphs.net

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 I be 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?

Name a few 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* \ˈre-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, 2 is OK-PhD's
- 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

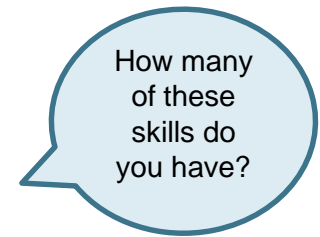
Are You Presenting All Of Your Assets?

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.

What Do Hiring Managers Look For?

- Ability to work in a team structure 4.55
- Ability to make decisions and solve problems 4.50
- Ability to plan, organize and prioritize work 4.48
- Ability to communicate verbally (internally and externally) 4.48
- Ability to obtain and process information 4.37
- Ability to analyze quantitative data 4.25
- Technical knowledge related to job 4.01
- Proficiency with computer software programs 3.94
- Ability to create and/or edit written reports 3.62
- Ability to sell or influence others 3.54



How many of these skills do you have?

5-point scale, where 1 = Not Important and 5 = Extremely Important

Let's take a moment and identify every skill you have on this list...

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 3rd 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/resources/career-handbook>

Your document should be externally focused!

Typical Sections on a CV

Most Common:

- **Name & Contact Information**
- **Education**
- **Dissertation Title or Topic**
- **Research Experience**
- **Teaching Experience**
- **Fellowships/Awards/Honors**
- **Other Professional Expr:**
e.g., Industry, Government
- **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**
- **Certifications**
- **References**

Your Name & Pagination

- Make name larger than the basic font size
 - If your text is a 12 font, make your name 14-16
- 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 or phone numbers

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
 - List your Degree(s)
- 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 as an addendum 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

P = Project

A = Action/Activity

R = Results



Tell a Story

- Setting

- Plot

- Ending

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 action 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, investigated, analyzed*, 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 technical abilities and fit with institutions to which you are applying

- Provide:
 - Name and Title
 - University affiliation and address
 - Contact information- telephone/email, etc.

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

Choose Referees Strategically

- **Reference Etiquette** - Ask permission of your referees before submitting their names
- They should know you and your work well
- They should have high external visibility
- They can speak well of you from various perspectives
- They 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 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

Interfolio Reference Service

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

- An Internet service that will hold letters of reference for you, and can 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 4-7 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://carnegieclassifications.iu.edu/>

<https://www.higheredjobs.com/default.cfm>

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

<http://www.academickeys.com>

- 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