

Convert Your CV to a Resume for Industry

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Convert Your CV to a Resume for Industry

Intended Learning Outcomes:

- Understand the differences between a Resume and CV
 - Length, format and content
- Learn a strategy to develop and write a document that drives impact...in <10 seconds
- Learn how to write an accomplishment statement
 - Project, Action, Result

Your Resume/CV

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

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



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

LinkedIn
Now 96%

No Photo
in U.S.

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



Use Good Judgment
Now 42%

colled by b behind

Virtual Recruiting Strategy

Somewhat Becoming the Next Generation Resume

Social Media is a fundamental shift in the way we communicate...

Percent of employers who reported using social networking sites to research/find/hire job candidates in Jobvite 2015 survey

- 96% of employers use social media to recruit
- 94% use social media to contact candidates
- 92% vet/review candidates pre interview
- 91% post jobs
- 78% have made a hire through social media
- 64% use 2 or more social networks for recruiting

(n=800 employers)

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, awards, presentations, talks, etc
- Content is more important than Style
- Less tailoring to fit job
- References are included

Resume

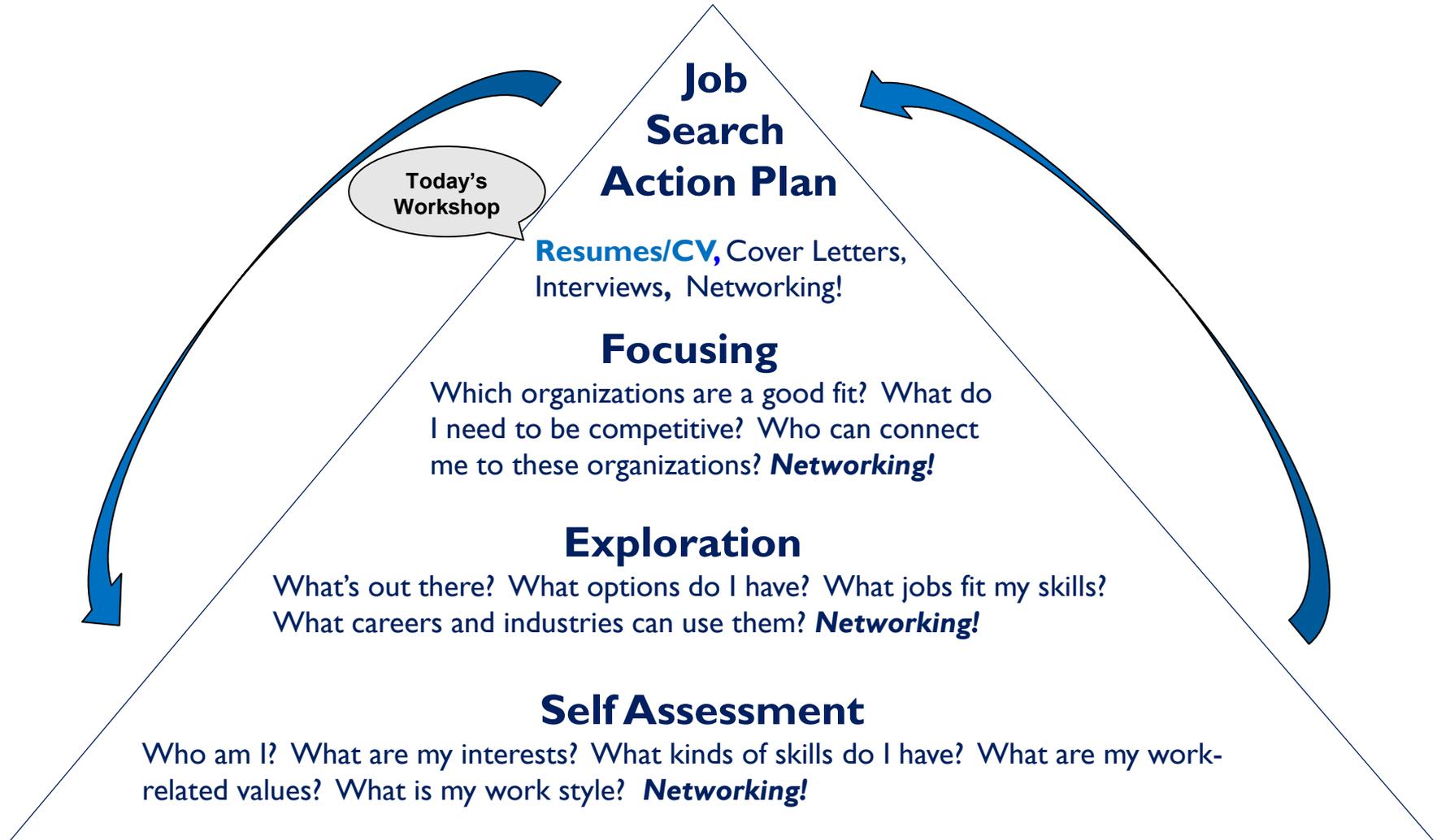
- List of relevant skills pertinent to the targeted job/company
- Usually one page, 2+ is ok for PhD's & Postdocs
- Used for non-academic or some research positions
- Business focused, no personal information
- Content and Style are both important
- Adapted to fit each specific job
- References not included

Resume 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 Industry or am I still considering the Academic track?
- 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?
 - Do I have a 2-Body problem to consider (spouse/partner's career)
- 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?

Career Planning - A Lifelong Process



Resume Writing Things to Consider

When evaluating industry...Is the culture in line with your work and life styles?

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

Where do You Want to Work?

Things to Consider

What Industry and role do you want?

- 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 – are they Apparent?

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

- Skills (Technical and Behavioral)
- Achievements (Results/Impact)
- Knowledge Areas
- Professional qualities
- Other
- You want your resume to survive the 10 second rule and get into the **YES** pile

Are You Presenting All Of Your Assets?

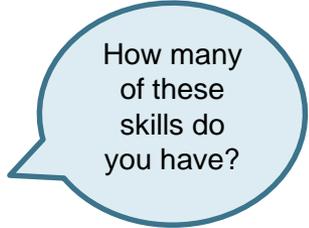
Don't forget your Behavioral Assets:

- 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 orientation...etc.

Critically important if you want to be noticed!

How Employers Rate Candidate Skills/Qualities

- Ability to communicate verbally (internally and externally) 4.63
- Ability to work in a team structure 4.62
- Ability to make decisions and solve problems 4.49
- Ability to plan, organize and prioritize work 4.41
- Ability to obtain and process information 4.34
- Ability to analyze quantitative data 4.21
- Technical knowledge related to job 3.99
- Proficiency with computer software programs 3.86
- Ability to create and/or edit written reports 3.60
- Ability to sell or influence others 3.55



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...

Don't Forget Your Behavioral Assets

The screenshot shows a web browser window displaying the 'Team Job Trends' page on Indeed.com. The browser's address bar shows 'www.indeed.com/jobtrends/Team.html'. The page title is 'Team Job Trends'. Below the title, there are social sharing buttons for Facebook, Twitter, LinkedIn, and Google+. A search box is visible at the top of the page content. The main content area features a line graph titled 'Job Trends from Indeed.com' for the search term 'Team'. The graph shows the 'Percentage of Matching Job Postings' on the y-axis (ranging from 0 to 40+) and time on the x-axis (from Jun '12 to Dec '15). The data line fluctuates around a value of approximately 44%. To the right of the graph, there is a list of 'Leading Tech Job Trends' including Data Scientist, Devops, Puppet, PaaS, and Hadoop. A large blue arrow on the left side of the slide points upwards towards the 'Job Trends' section of the page.

Job Trends

Job Trends
 Job Postings Per Capita
 Job Market Competition
 Industry Employment Trends

Team Job Trends

Share 0 Tweet in Share G+ Share 0

Enter a search term in the search box above to see the latest job trends. You can search for two or more words by enclosing them in quotation marks. The list at the right is a set of examples of fast growing tech keywords found in online job postings.

Scale: **Absolute** - Relative

Job Trends from Indeed.com

— Team

Percentage of Matching Job Postings

Jun '12 Dec '12 Jun '13 Dec '13 Jun '14 Dec '14 Jun '15 Dec '15

indeed™
 one search. all jobs.

Leading Tech Job Trends

- Data Scientist
- Devops
- Puppet
- PaaS
- Hadoop

Indeed.com surveyed millions of jobs in U.S. and internationally... the word **“TEAM”** appeared in 44% of all job descriptions in the world.

indeed.com/jobtrends
 (one word lower case)

Find [Team jobs](#)

Develop Your Resume Strategically

- Who is your audience?
- How technically savvy are they?
- What will they find interesting about you?
- Material you present early in your Resume is likely to stand out more than material placed later
- Headings can be titled strategically, and moved around

The Purpose of a Resume

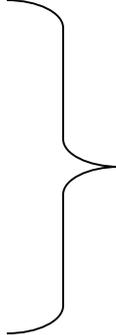
Your Document serves many purposes:

- **A Marketing Tool**
 - You are the product your resume/cv is selling
 - Your resume must be user friendly (easy to read)
- **A Calling Card and a Reminder**
 - Targeted brief summary of what you have done
 - Impression of you remains after the interview
- **A Way to Direct the Interview**
 - Specific accomplishments can direct the interviewer's attention/questioning

Your Resume should be externally focused !

Resume Development

- Content
- Format
- Style



All three
send a
message

Resume Content - Strategy

- Always tailor your content to both your audience and the job description
 - Hiring Manager may look for technical expertise
 - Human Resources may look for behavioral attributes
- Exclude data related to salary expectation, religious or political affiliation, geographical restrictions, age, relationship status, etc.

Your hiring should be based upon your ability to do the job, and nothing else

Resume Content - Strategy

- Only include data relevant to the position
- ***Choose, prioritize, and tailor headings and experience relevant to the targeted position***
 - Know your audience, and give them what they need !
 - Don't make a list, but rather deliver a message

A good resume piques the interest of the reader and prompts them to invite you in for an interview

Resume Content – Strategy

*Translate what you do
...into what is of value to them*

Content - ?

How do you know what to write?

- The Job Description provides all of the vital information and requirements about the job
- Information gathered during your networking and research can also provide content that's on-point
- Reviewing company websites can provide content for your communication
- Your resume/cv message should target job related requirements, both *technical and behavioral*

Highlight the key responsibilities and requirements and make sure your resume addresses their needs

Content

Actual Job Description – Broad Institute

Software Engineer Area of Interest: Software Engineering

Job Description - Will design and implement new algorithms, applications, and infrastructure to engineer the computational infrastructure underlying the diabetes genetics portal

RESPONSIBILITIES:

- Collaborates with peers with biological, computational, and outreach domain knowledge to design and implement applications and visualization infrastructure for a large scale human genetics data portal
- Will rapidly prototype and validate using novel data sets, tools and infrastructure and instantiate into software for use by the broader community
- Maintains, upgrades, fixes, and reviews product source codes
- Prepare written reports and presentations for internal use and publication Requirements: Bachelor's degree in computer science or a related field.

PREFERRED QUALIFICATIONS: 2 to 5 years software development experience.

SKILLS / TECHNICAL KNOWLEDGE / CERTIFICATION REQUIREMENTS:

- **Must have extensive** experience with Java (or C/C++), web development (php, json, javascript)
- Experience developing distributed software infrastructure
- Prior biological experience **a plus** but not required
- Capable of understanding and translating high-level scientific goals into concrete computational approaches
- Excellent oral and written communication skills required.
- Must be able to work collaboratively with other scientists on computational research in a fast-paced environment.
- Must enable the research of other program scientists through excellent communication, teamwork, and a focus on creating usable and accessible research software tools.
- Must be capable of working in an interactive team environment while conducting self-directed research within broader goals set by group.

Behavioral Attributes required in this job

Content Actual Job Description – Pfizer

Qualifications

- PhD or PharmD in Pharmacology, Pharmaceutical Sciences, Biochemistry, Biology, or equivalent with track record of sound scientific achievement, 2-4 years industrial and relevant experience
- **Excellent understanding** of ADME and PK principles
- **Demonstrated in depth and hands on** PK/tissue distribution/PD study design. Experience in bioimaging studies are **preferred**
- PK software experience such as WINNONLIN is **required**
- Experience with hands on biochemical and cell-based assay is **a plus**
- **Work effectively across scientific disciplines** and summarize concisely, developing recommendations
- Knowledge of IACUC, animal use protocols, animal model use
- Attention to detail **is critical**
- **Strong interpersonal skills, communication (verbal and written)**
- **Demonstrate evidence** of **strong problem-solving skills** and the ability to thrive in a **matrixed environment by influencing and networking efficiently** to leverage internal capabilities to increase overall efficiency and productivity
- **Excellent organizational, communication and presentation skills**
- High level of **initiative** in performing experiments, **multi-tasking** and troubleshooting
- **Proven effective skill** and expertise in **cross discipline interactions, influence and collaborations**
- Proven scientific **writing and oral** summarization, publication and **presentation skills**
- Works well **independently and as a member of a team**



Review Company Mission Stmt

Samsung - Our Values We believe that living by strong values is the key to good business. That's why these core values, along with a rigorous code of conduct, are at the heart of every decision we make.

- **People** Quite simply, **a company is its people**. At Samsung, **we're** dedicated to giving **our people** a wealth of opportunities to reach their full potential.
- **Excellence** Everything **we** do at Samsung is driven by an unyielding passion for excellence—and an unfaltering commitment to develop the best products and services on the market.
- **Change** In today's fast-paced global economy, change is constant and innovation is critical to a company's survival. As **we** have done for 70 years, **we** set our sights on the future, anticipating market needs and demands so **we** can steer our company toward long-term success.
- **Integrity** Operating in an ethical way is the foundation of our business. Everything **we** do is guided by a moral compass that ensures fairness, **respect for all stakeholders** and complete transparency.
- **Co-Prosperity** A business cannot be successful unless it creates prosperity and **opportunity for others**. Samsung is dedicated to being a socially and environmentally responsible corporate citizen in every community where **we** operate around the globe.

“We” appears 9 times

Content

Actual Jobs and Descriptions in CareerBridge

Log onto Career Bridge...careerbridge.mit.edu

Top Left

- Click on Job Postings
- Search for a job of interest to you

As of 12 noon today there were 603 current jobs in the database...full-time, part-time and internships

Click on jobs of interest, review the Job Descriptions, read between the lines, and use that data to develop your effective communication

Content – Resume Headings

- **Personal Contact Information**
 - Name, Address, Phone, e-mail, etc
- **Summary of Qualifications** (see examples next 2 pages)
 - If you have work/lab experience
- **Education** – degree(s) and date of graduation
 - Relevant Courses/Projects
 - Dissertation topic
- **Experience or Work Experience**
 - Accomplishments/Professional Achievements...
 - Succinct listing of **What** you did, **How** you did it, and it's **Impact**
These are your Key Messages... Value Added Contributions, Results Oriented, Quantifiable Measurements, Impact

Summary of Qualifications

Actual Example

MIT Chemical Engineer

- Extensive experience in rheology, tribology and insight of the interface sensitive behavior of materials, polymer synthesis, polymer processing and semiconductors. Proven track record of creating and improving a broad range of innovative products from dielectric and polymer films to triborheometry apparatus. Strong ability to collaborate and work in a team environment, design new experiments and work in new science areas on multi-disciplinary projects.

Much of this content was listed in the job description

Summary of Qualifications

Actual Example

MIT Mechanical Engineer

- Extensive experience with applying analytical and numerical methods (such as the finite element method) to model a broad range of systems from molecular structures to large-scale mechanical structures. Proven track record of creating and improving new computational methods to perform dynamic and static analysis of otherwise intractable engineering and biological systems. Strong ability to collaborate and work in a team environment on multi-disciplinary projects. Legally authorized to work in the United States (Green Card holder).

Content – Resume Headings

- **Relevant Skills Section**
 - Consider positioning towards the top of resume, following education, see examples next 2 pages
 - Computer, Languages, Technical, Lab, Equipment, etc.
- **Other Headings** (if applicable and what makes sense to reader)
 - Leadership/Service
 - Scholarships/Awards
 - Relevant Presentations/Publications
 - Professional Affiliations
 - Activities/Interests

Example of a Skills Section

PhD Mechanical Engineer

SKILLS:

- **Computer:** Commercial finite element software programs: ADINA (founded and owned by my Ph.D. and postdoctoral advisor), ABAQUS, ANSYS; MeshLab (a mesh processing program); MATLAB; Fortran; AutoCAD; molecular viewers: PyMOL, VMD, UCSF Chimera; CHARMM (a molecular dynamics program); Adobe Illustrator.
- **Analytical:** Finite element method; optimization; stochastic simulation: Langevin and Brownian dynamics simulation; statistical analysis; multi-scale modeling; atomistic modeling; continuum modeling; bioinformatics; biomechanics; computational biology; molecular biology; biophysics; solid mechanics; fluid mechanics; controls.
- **Language:** English (fluent); Persian (native); Arabic (basic).

Example of a Skills Section

PhD Chemistry

TECHNICAL SKILLS:

- Ability to synthesize and radiolabel small-molecules and peptides for PET imaging.
- Capacity to independently utilize and interpret data acquired using NMR, HPLC, MS, ICP, UV-Vis, FTIR,
- Fluorescence, TEM, SEM, TGA and particle size analysis techniques
- Ability to maintain cell lines prepare various cell/tissue culture experiments and use general biochemistry techniques, which include Western Blotting, immunoprecipitation
- Proficient at using Microsoft office (Word, Excel, PowerPoint, etc.), graphpad prism, and scientific literature databases

Content - Message

The way you express yourself in written form will be evaluated by the readers and will unveil your thought process

- Consider using the following format when describing your skills:
PAR Statement (**P**=Project, **A**=Action, **R**=Results)

Example:

Project = Lipid membrane cubic phase investigation

Action = Member of team that applied solid-state NMR techniques

Result = Distinguished membrane lipids of different phases

Transfer to Resume as Accomplishment Statement:

Collaborated on a project of lipid membrane cubic phase investigation and applied solid-state NMR techniques to distinguish lipids of different phases

PAR Statements also help you prepare for answering interview questions

Content - Message

The way you express yourself in written form will be evaluated by the readers and will unveil your thought process

- Consider using the following format when describing your skills:

PAR Statement (**P**-Project, **A**-Action, **R**-Results)

Example:

Project = In-vitro 3D human small intestine modeling

Action = As Project Manager, performed fabrication techniques

Result = Developed fabrication technique of the mold

Transfer to Resume/CV as Accomplishment Statement:

Managed project team that developed fabrication technique of the mold with precise shape and density of human small intestinal villi and invented the first in-vitro 3D human small intestine model

Content - Message

- Quantify experiences to convey size and/or scale of projects, budgets, and results... makes a stronger impression
 - What was “**value added**” about your contribution?
- Lists relevant accomplishments and skills, **NOT** duties and responsibilities

Your Resume is not an Autobiography

Content – Resume Message

Actual MIT Examples

- *Before* – Responsible for the development of enterprise-wide Quality Engineering services
 - *After*- Created Strategic Quality Engineering services for enterprise-wide solutions resulting in greater effectiveness of E-Commerce organization
-
- *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 researchers from MIT and Harvard

Don't list what you were supposed to do, list what you did!

Content – Resume Message

Actual MIT Examples

- *Before* – Responsible for merger and acquisition due diligence which included financial and sensitivity analysis
 - *After*- Member of M&A team that performed comprehensive due diligence and financial analysis including management evaluation, historical results, sensitivity analysis, and relevant financial evaluation
-
- *Before* - Responsible for improving reliability of optical networks
 - *After* – Developed and optimized a light path diversity scheme that achieved instantaneous response to multiple network failures for ultra-reliable optical networks, leading to a more reliable product

List What you did, How you did it, and Impact of your work!

Resume Formats

- **Reverse Chronological (Most Used)** - list your experiences in reverse chronological order, beginning with your most recent position...be consistent with tenses
- **Functional** - Functional resumes promote and headline specific job skills and responsibilities, without emphasizing where or when you developed those skills
 - jobs, job titles, and employment dates are inconspicuously placed toward the end... Not recommended for students and recent graduates
- **Combination** – utilizes reverse chronological order as well as organizes experiences in order of importance

Style

Use high-quality paper

- Print on one side only
- Use white, ivory color paper
- Do not use school letterhead

Use one conservative typestyle

- Example fonts: Times New Roman, Arial, Helvetica, etc.

Size 10 – 12 size fonts are recommended

Style

- Use **bolding**, *italics*, and CAPITALIZATION to help emphasize what is most important...minimally and consistently
 - The use of Bullets is effective in directing the reader's eye
- Margins should be no smaller than a half inch
- Don't overcrowd your resume
 - Only include what is relevant to the position
 - Use white space to emphasize what is most important

Remember...your resume is not an autobiography

Final Tips

- Proofread - use spell and grammar check **and** have someone review your resume for errors
- Have several people critique your resume
 - GECD Career Counselor, friend, MIT Writing Center, someone familiar and unfamiliar with the field/industry
- Make sure the reproduction is good, with **no blurring**, stray marks, or faint letters

Final Tips...cont.

- How many pages? ...length is performance based
 - Always have a one-page version available
 - Advanced degrees and extensive work experience may result in a two-page document
 - CV's may be multiple pages
 - Patents and Publications may be included on an Addendum
- Avoid jargon (acronyms, course numbers, etc)
- Avoid word repetition and the use of "I"
- Less is more; Leave out unnecessary words or phrases
- Tailor resume to your audience and the job

The Do Not's

Do Not:

- List references (ok for academic cv)
- Exaggerate
- Include a photo of yourself (you'll scare them)
- Over-emphasize
- Include extraneous or personal information
- Use odd sized paper
- Forget to proofread

Why Proofread?

IT'S ALL SO OBVIOUS

- According to research at an English university, it doesn't matter in what order the letters are in a word, the only important thing is that the first and last letters are in the right place. The rest can be a total mess and you can still read it without a problem. This is because we do not read every letter by itself, but the word as a whole.

Readers Digest

You can't proofread your own writing...have someone else do it

General Tips

- Go to the link below for the on-line MIT Career Handbook...**it Includes actual MIT Resumes/CV's and Cover Letters, plus:**
 - **Networking and Interviewing advice**
 - **P.A.R. Statements**
 - **Setting up a LinkedIn profile**
 - **Interviewing guide and dozens of sample questions**
 - **Academic careers and med school overview**
 - **Negotiation and job offers**
 - **Plus a lot of other wicked good stuff !**

<http://gecd.mit.edu/resources/career-handbook>

provides comprehensive career advice

What do Recruiters say about the hiring process?

Fortune Magazine

Top 100 Best Companies-Industry Recruiter Guidance

Anna Gray, Patient Care Director, Lifebridge Health

- **What do you look for on a Resume?**

“After I look for the skill set, I’ll look for how they might have assisted with some change, how they impacted the organization, if they made a difference.”

- **What if the applicant hasn’t interviewed in many years?**

“Practice in the mirror or do a role-play with a friend. Sit down with them and have them ask you questions so you’ll feel a little bit more comfortable and confident.”

Fortune Magazine

Top 100 Best Companies-Industry Recruiter Guidance

Stacey Hattle, Director of HR, Scottrade

- **Any Resume Tips?**

“I don’t want to have to search to try to find out if the candidate has the skills set we’re looking for. Their content should be for that particular position.”

- **What should applicants know in advance?**

“The candidate needs to have the right attitude. You want to see enthusiasm when they talk about prior experience and projects. They have to have a passion for what they do.”

Fortune Magazine

Top 100 Best Companies-Industry Recruiter Guidance

Lynn Franklin, HR Manager, Wegmans Food Markets

- **What do you look for first?**

“I usually go right for the Cover Letter, because Resumes are all very similar. I look for a candidate to engage me and to really get a glimpse of who that person is. What do they know about us as an organization? Can they clearly define how their values and their skill set match up to what we offer as an organization.”

Fortune Magazine

Top 100 Best Companies-Industry Recruiter Guidance

**Kerrie Peraino, Chief Diversity Officer,
American Express**

- **Any tips for applicants?**

“I look for clarity. Be clear and focused in how you articulate what you’re looking for. If you come across confused, then we are confused.”

- **Any Resume advice?**

“Keep it simple and clean. When a resume is overcrowded and there’s no white space, you can’t jump into it.”

MIT Career Services for Postdoctoral Scholars

Postdoc Appointments

- Please schedule an appointment for CV/Resume review, interviewing strategies including mock interviews, and other career related topics such as career exploration, job search strategies (industry/academia), networking and considering job offers.
- Please note that Postdocs are not eligible for Drop-In services.
- To make an appointment, login to CareerBridge
 - [Careerbridge.mit.edu](https://careerbridge.mit.edu)
- Find the link “**Advising**” on the left side of the page,
- Select “**Advising Appointments**” in the drop-down menu
- Scroll down to see future openings
- Open appointments for 3-4 weeks will be listed, please select one

Postdoc appointments are with **Bob Dolan** in **E25-143G**

GECD Resources

MIT Career Development Center

E17-294 617-715-5329 <http://web.mit.edu/career/www/>

Postdocs Career Services located in E25-143G

We offer...

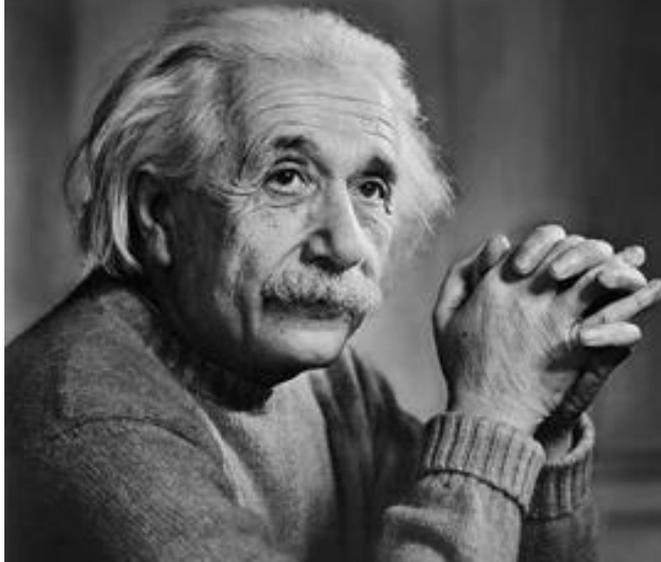
- Mock Interviews (Behavioral based)
- Resume and Cover Letter reviews
- Job Search and Negotiation advice
- Individual Counseling Appointments
- Workshops (Interviewing, Resume, Networking, Presentation, etc.)
- Prehealth Advising & Study Abroad
- Daily drop-in hours (12:00pm-4:00pm daily, sorry no postdocs)
- Job listings – full-time, part-time, internships
- Plus a lot of other wicked good stuff !!!

Log into <https://www.myinterfase.com/mit/student/> to schedule an appointment with a Counselor

Take Advantage of these Resources...We Work for You!

If you can't explain it **simply**, you
don't understand it well enough.

– Albert Einstein



Convert Your CV to a Resume for Industry

Final Q & A

Something to Consider

Researchers surveyed 554 full-time working professionals who earned more than \$50K in income and were employed by companies with at least 50 employees. The researchers asked the survey participants about the use of smartphones in formal and informal meetings to uncover attitudes about answering calls, writing or reading emails or text messages, browsing the Internet, and other mobile phone—related behaviors. Key findings include the following:

- 86% think it's inappropriate to answer phone calls during formal meetings
- 84% think it's inappropriate to write texts or emails during formal meetings
- 75% think it's inappropriate to read texts or emails during formal meetings
- 66% think it's inappropriate to write texts or emails during **any meeting**
- 22% think it's inappropriate to use phones during **any meeting**

Survey conducted by University of Southern California's Marshall School of Business, Jan 2014

Source: Talent Smart – Premier Provider of Emotional Intelligence