

# The Skill of Highlighting Your Skills: CVs, Biosketches, and Resumes

- Length
- What's included
- What kind of job or application

# Online Resources

<https://ouhsc.optimalresume.com/>

# Curriculum Vitae vs. Resume

- CVs are credential-based

- Comprehensive list: education, research experience, teaching experience, publications, presentations, other achievements, professional affiliations

- Resumes are competency-based

- Summary of skills, work experience, notable achievements

# **CV = full history of academic accomplishments**

- Fellowships, grants, postdocs, teaching/research positions in academia, or high-level research in industry
- Variable length; complete list of publications/presentations
- Always lead with education experience; name of advisor & title of dissertation

# Resumes = concise summary of qualifications

- Emphasis on skills
- Industry, non-profit, public sector
- Typically 1-2 pages; additional page for publications if relevant
- Lead with work experience, education listed after

# Resume Tips

- Concise summary
- Bulleted list
- Chronological, Functional, or Combination Formats
  - Use format that is best suited for particular job you're applying for

# Chronological Resume

- Include career summary
- Work history listed in order, starting with most recent
  - Ensure that dates, job titles are accurate
- Education, certifications, special skills listed after work history

# Just Beginning Your Career

- Chronological format not ideal when just starting out; even if you have required skills the hiring manager will focus on lack of work experience
  - Use a functional resume to emphasize skills



# Functional Resume

- Emphasize skills & experience rather than chronological work history
- Bulleted list

# How to Write a Functional Resume

- Brief summary: highlight most relevant qualifications
- Bulleted list of skills & how those were used
- Organize & group together
  - Bench skills
  - Writing skills
- Employment history at the bottom

# Submit a Cover Letter

- Opportunity to expand on skills and abilities that make you ideally suited for the job
- Tailor for each job that you apply for

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# **Sample Resume: Biochemist**

# Applicant's Name

321 Jackson Street • San Jose, CA 55555 • (123) 456-7890 •  
jose.applicant@email.com

Job Title: *Scientist*

Results-oriented, extensive background & skill set related to  
Infectious Disease, multidisciplinary lab...

*Key skills include:*

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Protein expression, purification</li><li>• Cell Signaling</li></ul> | <ul style="list-style-type: none"><li>• Protocol optimization</li><li>• Excellent written communication skills</li></ul> |
|---|--|

# Professional Accomplishments

- Use Keywords from Job Description to highlight skills
  - Specified area of focus
  - Bench skills
  - Communication skills
- Describe each of these skills

# Sample Job Listing: Principal Scientist, J&J

- Responsibilities:
  - Oversee experimental design & conduct studies to elucidate molecular mechanisms of disease, biomarker discovery
  - Communicate study results & facilitate strategic development
  - Lead internal and external collaborations
  - Preparation of protocols, abstracts, manuscripts, technical reports
- Skills:
  - PhD
  - Computational Biology, Immunology, Biomedical Engineering
  - Experience and/or knowledge of clinical studies
  - Excellent communication skills
  - Proficiency in Immunology, preferable autoimmune & IBD



# Sample Job Listing: Senior Scientific Writer, AACR

- Responsibilities:
  - Subject Matter Expert in cancer research, recent advancements
  - Progress Reports, highlight recent breakthroughs
  - Communication with research community (website posts, written reports, presentations)
- Qualifications:
  - Outstanding writing skills; communicate to scientific community & lay public
  - Consistently meet deadlines
  - Manage large projects & coordinate multiple tasks
- Experience:
  - PhD in cancer or related field
  - 3-5 years postdoctoral experience
  - Peer-reviewed publications

# CVs & Resumes

- Tailor for each specific job/application
- Concise, well-written, accurate
- Use keywords from job description when describing skill set