

CONVERTING A CV TO A RESUME

Difference between Resumes and CVs

Resumes typically highlight experiences and skills as they relate to a specific position, where a CV emphasizes primarily academic skills and accomplishments. For some positions outside of academe, it will be necessary to convert your CV to a resume.

Content

In converting a CV to a resume, it is critical to **tailor your skills and experiences** throughout your academic career to match the requirements of the job you are seeking.

For the body of your resume, some may choose to list experiences in reverse chronological order. You might also consider using a **combination of chronological and functional formats**. This format entails creating categories that highlight specific skills (e.g. Editing Experience), and then listing experiences in reverse chronological order within each category.

To develop appropriate category headings, it is critical for you to **study the job description**. When possible, use category headings that highlight skills required for the job to showcase skills you have developed in those areas.

Final Tips

- Length: One- or two-page resumes are acceptable. If your resume goes to a second page, be sure to use a header that includes your name and page number.
- Omit reference to age, marital status, children, race, gender identity, or ethnicity.
- Make sure your resume is easy to read, using spacing, boldface print, and bullet points to highlight specific qualifications.
- Use action verbs to begin every job description, and avoid using jargon.
- Avoid using the first person on your resume (“I,” “my,” etc.).
- As resumes are read from left to right, be sure to list the most relevant information on the left (title, institution where you work, study, etc.). Avoid listing dates in left-hand margins.
- Consider creating separate documents for categories such as publications and references. You may be asked to furnish these later in the job search process. For each new document, use the same header you created for your resume (name, address, etc.), and use an applicable category heading (Publications, e.g.).
- Be sure to have someone critique your resume and/or CV when you have completed your draft. Your resume (and CV) must be totally free from errors!

SAMPLE RESUME

Alfreda E. Candidate, Ph.D., M.S.I.S.

Science Program Manager
BiotechBiz, Inc.
1234 Albany Ave., Suite 124
Rockville, MD 20850

Tel: 240-687-9375
Fax: 240-687-3345

alfreda@biotechbiz.com

SUMMARY OF QUALIFICATIONS

- Program manager for NIH-supported projects.
 - Administered peer-review at NIH.
 - Consultant to a medical archive company diversifying into applied bioinformatics research.
 - Coordinated three large multi-university research and training federal grants.
 - Conducted research in experimental biology and bioinformatics.
 - Have several years of laboratory research experience (molecular and cell biology, microscopy, expression systems).
 - Excellent organizational, presentation, and written, oral, and interpersonal communication skills.
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EDUCATION

- **M.S., Information Science, 2003.**
University of Pittsburgh, Pittsburgh, PA.
 - **Ph.D., Biochemistry, 1998.**
University of Mississippi Medical Center, Jackson, MS.
 - **M.Sc., Biochemistry, 1993.**
The Institute of Science, University of Bombay, Bombay, India.
Post-graduate Merit Scholarship in Biochemistry, 1991.
 - **B.Sc., Life Sciences and Biochemistry, 1991.**
University of Bombay, Bombay, India.
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WORK EXPERIENCE

- **Science Program Manager** (7/2007 – present)
BiotechBiz, Inc., Rockville, MD.
 - Program management responsibilities include task and financial reporting, weekly progress reports, and interacting with client and developers on timelines and deliverables.
 - Project Manager on the development of an automated grant application referral process for the Center for Scientific Review at NIH.
 - Performed background research and wrote white papers to support working group projects with the NIH's National Institute of Allergies and Infectious Diseases (NIAID).
 - Wrote summary reports for the Office of Technology Transfer at NIH.
- **Health Scientist Administrator (Intern)** (7/2006 – present)
Biological Chemistry and Macromolecular Biophysics IRG
Center for Scientific Review, National Institutes of Health, Bethesda, MD.
 - Administered all aspects of NIH grant peer-review.
 - Analyzed grant applications in diverse fields for key topic areas.
 - Identified and recruited qualified experts for study section meetings.
 - Organized and conducted review meetings.
 - Managed multiple meetings with competing deadlines.
- **Research Associate** (7/2001 – 6/2006)
Department of Computational Biology
University of Pittsburgh School of Medicine, Pittsburgh, PA.
 - *Consultant:* Medical Archival Systems, Inc., Pittsburgh, PA (7/2002 – 10/2003)
 - Consulted collaborating groups in developing a novel protein sequence classification method.
 - *Academic Program Coordinator* (7/2002 – 6/2006)
 - Played a leading role in the NIH-NSF Bioengineering and Bioinformatics Summer Institute program.
 - Managed the HHMI-NIH Interfaces Initiative award at the University of Pittsburgh.
 - Interacted with faculty and institutional administrative and financial staff for operational maintenance.
 - Prepared annual progress reports for continued support.
 - *Research Project Coordinator:* Pittsburgh Center for Biomedical Computation (8/2003 – 6/2006)
 - Coordinated multi-institutional NIH award between 30+ researchers at four institutions.
 - Organized workshops and training sessions.

- *Bioinformatics Research*: Gene expression analysis of microarray data.
 - Gene regulation in brain tissues during cocaine administration.
 - Regulation of immune response genes in dendritic cells.
- *Administrative Responsibilities*:
 - Supported daily operation of the department; prepared detailed 5-year and extended financial budget.
- **Postdoctoral Research Associate** (9/1998 – 6/2001)
 Department of Molecular Genetics and Biochemistry
 University of Pittsburgh School of Medicine, Pittsburgh, PA.
 - Conducted research on (i) Human Papilloma Virus (HPV)-1a and HPV-18, and (ii) pathogenic bacteria *S. aureus*.
- **Tutor in Biochemistry** (1994, 1996 – 1998)
 Department of Minority Affairs
 University of Mississippi Medical Center, Jackson, MS.
- **Graduate Research Assistant** (6/1993 – 9/1998)
 Department of Biochemistry
 University of Mississippi Medical Center, Jackson, MS.
 - Ph.D. dissertation: Replication of nuclei from quiescent and cycling mammalian cells: Regulation by the nuclear envelope and protein kinase activity in *Xenopus* egg extract.
 - Breast Cancer Research: Estrogen receptor deletion constructs to detect subclinical human breast cancers.

BIOLOGY SKILLS

- *Biochemistry*: protein purification, Western blotting, *in vitro* cell-free extracts, spectroscopy, electrophoresis
- *Cell biology*: cell culture (bacterial, insect, mammalian), flow cytometry, immunofluorescence
- *Microscopy*: light microscopy, epifluorescence microscopy, confocal microscopy
- *Molecular biology*: gene cloning (prokaryotic and eukaryotic), PCR, Southern blotting

COMPUTATIONAL SKILLS

- *Databases*: MS Access, (Oracle SQL)
- *Mathematical and statistical software*: Kaleidoscope, SPSS
- *Microarray analysis software*: Affymetrix MAS, dChip, GeneCluster, GeneSpring
- *Platforms*: Macintosh, UNIX, Windows (including Windows Office suite)
- *Programming languages*: (C), FORTRAN, HTML

PUBLICATIONS

1. **A. E. Candidate**, Author 2, Author 3, Author 4, Author 5, Author 6, and Author 7. Article One. (In Preparation).
2. Author 1, **A. E. Candidate**, Author 3, Author 4, and Author 5. Article Two. (In Preparation).
3. **A. E. Candidate***, Author 2, Author 3, Author 4, Author 5, and Author 6. Article Three. *Journal X*, 345: 1567-1617. (2006).
 *Corresponding author
4. Author 1, **A. E. Candidate**, Author 3, Author 4, and Author 5. Article Four. (2004).
5. Author 1, Author 2, Author 3, Author 4, **A. E. Candidate**, and Author 6. Article Five. *Journal D*, 567: 5-12 (2002).
6. **A. E. Candidate** and Author 2. Article Six. *Journal Q*, 240: 231-332 (1998).
7. Author 1 and **A. E. Candidate**. Article Seven. *Journal G*, 232: 412-419 (1997).
8. Author 1, Author 2, Author 3, **A. E. Candidate**, and Author 5. Article Eight. *Journal H*, 110: 2745-2758 (1997).

TALKS

1. **A. E. Candidate** and Author 2. Talk One. *Meeting Name*, Berlin, Germany (2006).
2. **A. E. Candidate** and Author 2. Talk Two. *Meeting Name*, Austin, Texas (2005).
3. **A. E. Candidate** and Author 2. Talk Three. *Meeting Name*, Szczecin, Poland (1995).

REFERENCES

Available upon request.