Job Search Documents for Professional Scientists

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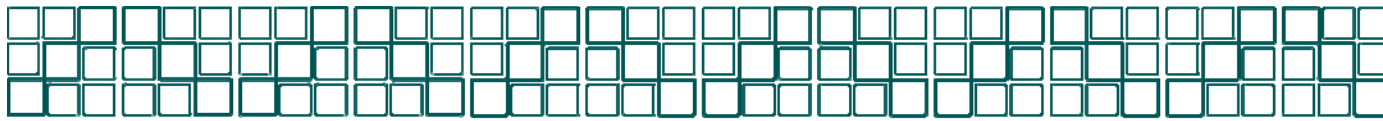sokolovp@mail.nih.gov

Office of Intramural
**TRAINING&
EDUCATION**
NATIONAL INSTITUTES OF HEALTH

Job Search Documents

- The *curriculum vitae* (CV)

- The résumé

- The hybrid CV

- The Federal résumé

Curriculum vitae

- Translation: [the] course of [my] life
- "A comprehensive listing of professional history including every term of employment, academic credential, publication, contribution, or significant achievement" [Wikipedia]
- Used to apply for
  - Faculty positions in academia
  - Promotion and/or tenure
  - Research intensive positions elsewhere
  - Some fellowships and awards

Sample Standard University Formats for CVs

- University of North Carolina School of Medicine: http://www.med.unc.edu/hr/epa/files/SOM%20Standardized%20CV%20Format%20Feb09-1.pdf/view

- University of Maryland School of Medicine: http://medschool.umaryland.edu/academicadmin/cv_format.asp

- Vanderbilt University School of Medicine https://medschool.vanderbilt.edu/faculty/suggested-format-curriculum-vitae

Disclaimers

- Opinions vary; there is no one CV template.
- No two documents will look exactly alike.
- Everyone who looks at your document is looking for something different.

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BUT there are <u>expectations</u>:

- Contact information first, then education
- Publications last

Components of a CV*

- Contact information
- Education
- [Post-grad education]
- Certifications/Licensures
- Employment history
- Teaching/Mentoring
- Leadership
- Honors and awards

- Service
  - Manuscript reviews
  - Grant reviews
- Memberships
- Grant support
- Major invited speeches
- Patents/Inventions
- Publications

* Not exhaustive; order can vary; component titles can be personalized

What Is NOT Included in a CV?

- Objective or Professional Summary Statement

- Lists of skills, techniques

- Long narrative sections and lots of bullet points

- References

- The label "Curriculum vitae"
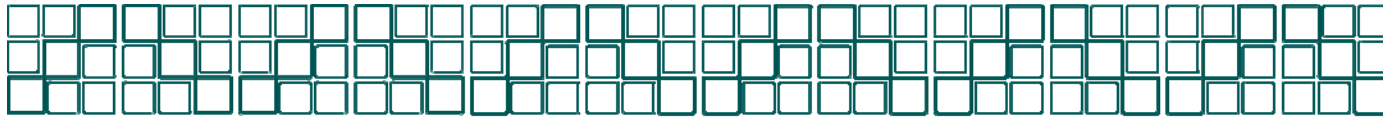
Planning Your Document

- What components will you include?
- What will you call them?
- In what order will you present the components?
- Where will you put dates? Left or right?

Ordering Your Experiences

- Chronological order
- Reverse chronological order: list your most recent accomplishments or experiences in a category first
- For a date *range* (*e.g.,* 2004 – 2008) determine order based on the <u>first</u> date
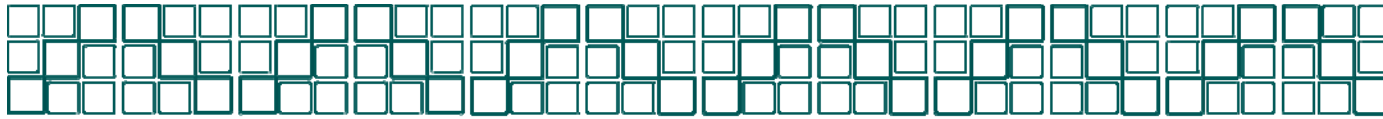- Use "2004 –" or "2004 – present" to indicate a continuing activity

Personal or Contact Information

- **NAME, degree**
- **Business address**
- **Business phone number**
- **E-mail address**
- **Date**
- **NOT**
  - Date or place of birth
  - Marital status
  - Names of children with dates of birth
  - Social security number
  - Gender, race, citizenship

Education

- **For each undergraduate/graduate experience provide**
  - ☐ Degree
  - ☐ Date Awarded
  - ☐ Institution
  - ☐ Field of study (major)
- **(Optional)**
 - ☐ Dissertation/thesis title
  - ☐ Advisor

Publications

- You <u>could</u> put your dissertation and/or thesis title(s) here.

- Distinguish
  - □ Peer reviewed
  - □ Invited
  - □ Reviews

- "In preparation", "submitted", and "in press"

- Decide whether or not to include abstracts

- Should you include only "selected" publications or abstracts?

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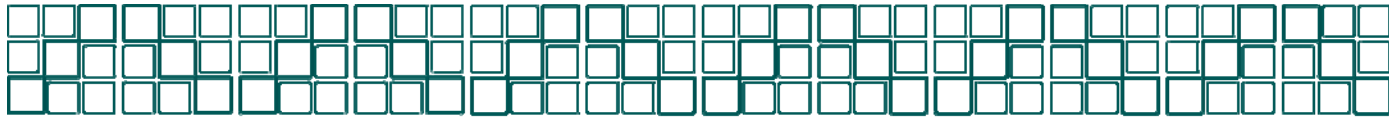
How Is a Résumé Different from a CV?
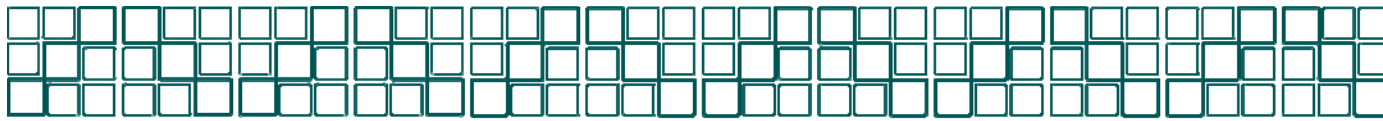
- A résumé is a <u>job search</u> document.
- A résumé presents <u>relevant</u> experience, accomplishments, and education.
- A résumé is <u>short</u>: generally 1 to 3 pages.
- Résumés often contain lists of skills or techniques.
- Résumés are adapted/edited for each job application or employment sector.
- A résumé is a <u>marketing</u> document.

When Would You Use a Résumé?

- When the job ad asks for one
- To apply for many positions away from the bench

What Is NOT Included in a Résumé?

- Every single thing you have ever done
- Presentations and abstracts
- Exhaustive list of publications
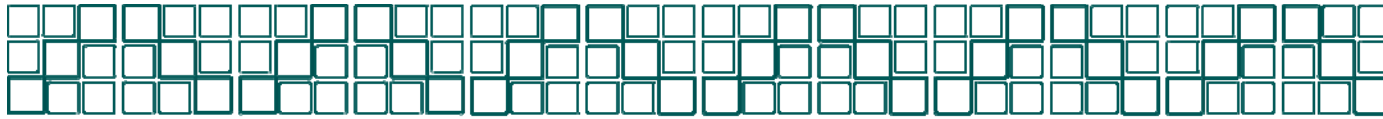- Anything unrelated to the position at hand

Résumé Organization - I

- <u>Functional résumé</u>: main component is a series of functional headings (management, leadership…)
- Components
  - ☐ Contact information
  - ☐ Summary of qualifications
  - ☐ Functional headings in order of relevance, each followed by a listing of experience
  - ☐ Employment history (reverse chronological, no detail)
  - ☐ Education
  - ☐ Other (awards, skills, techniques, etc.)
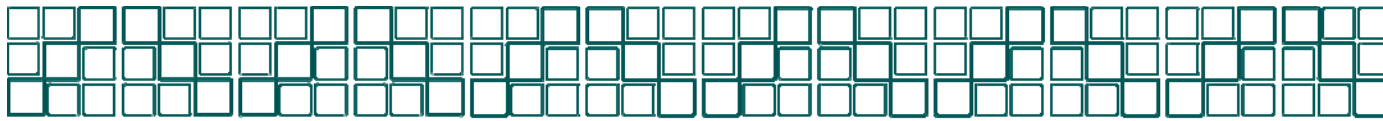
Résumé Organization - II

- Reverse chronological order
- Major element = a list of relevant professional experiences
- Components
  - Contact information
  - Summary of qualifications
  - Professional experience
  - Educational achievements
  - Other (technical skills, awards, memberships…)

Summary of Qualifications

- Why include one?
- Preferred over a Statement of Objectives
- ~~Seeking a responsible position in an industry lab doing cancer research.~~
- Cancer Biologist with 10 years experience in the following areas:
  - Mouse models of prostate cancer (6 years)
  - Yeast as a model system for cancer genetics (4 years)
  - Supervision of lab personnel
  - Management of lab budget

Professional Experience

Each experience entry will include

- Position title

- Company/institution name, city, state

- List of accomplishments and achievements ("problem – solution – result")*

  - List the most relevant first

  - Begin each with a strong verb; use active voice

  - Use present tense for current position, past tense for earlier positions

  - Ensure statements are grammatically parallel

  - Edit out unnecessary words

* Rather than responsibilities
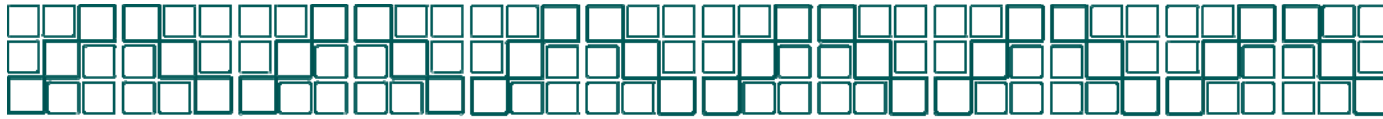
Translating Your Research Skills

- Editing
- Speaking effectively
- Writing concisely
- Identifying problems
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Analyzing
- Evaluating

- Managing collaborations
- Mentoring/supervising
- Delegating responsibility
- Teaching
- Motivating others
- Organizing
- Attending to details
- Initiating new ideas

Managing Editor, ACS

Advanced degree (PhD) in the sciences, preferably chemical, medicinal or biological sciences, is required; combined 7+ years of relevant training and experience in an academic or industrial chemistry setting; experience in STM publishing a plus. Demonstrated proficiency with basic word processing, spreadsheet, and Web-based tools required. Excellent written and verbal communication, decision making, leadership, and management skills required. This position is based in the Washington, DC offices of the American Chemical Society.
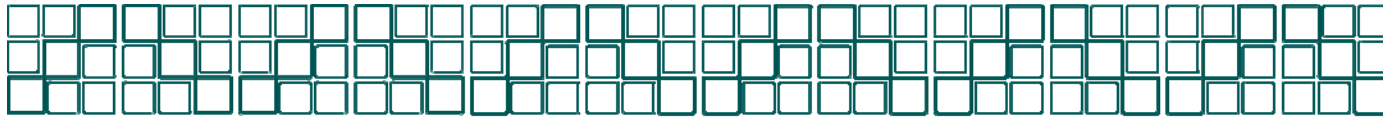
To Demonstrate Managerial Skills

- **What we often see:**
  - Mentored undergrads

- **What we should see:**
  - Managed 4 technicians, 3 graduate students, 9 undergraduates and many lab rotation students
    - Supervised project design, goal setting, day-to-day activities
  - Participated in hiring new lab personnel
  - Ordered reagents, equipment and new instrumentation for entire lab
  - Negotiated with vendors to ensure cost savings
  - Organized reagents and equipment to ensure quality work environment
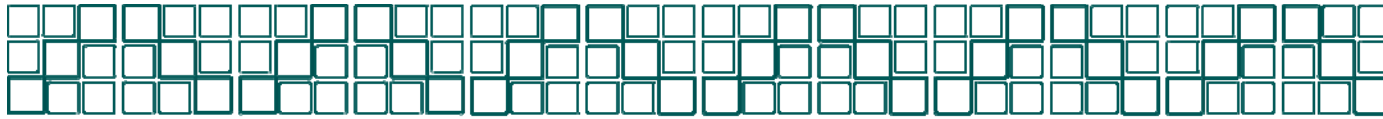 - Contributed to management of the lab budget

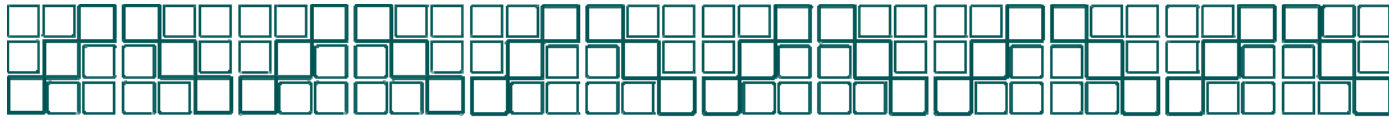|	CV	Résumé
What?	Full professional and educational history	Summary of experience and skills
Length?	No limit, but don't pad	~ 1 to 2 pages
Uses?	Academic and gov't research positions	Almost every other type of job
Publications?	Yes – all of them	None, or a select group
Modified to fit the job?	Not much	Yes – very much so
Content vs. style	Content over style	Both style and content matter
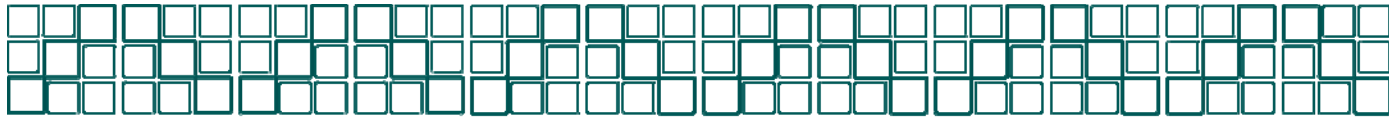
The Hybrid CV

- A standard CV supplemented with
  - Accomplishments
  - Skills/techniques
- Used to apply for
  - Positions in industry
  - Positions away from the bench that require academic and/or research credentials

Skills and Techniques

- **Not a laundry list!**
- **Keep computer filters in mind**
- **Organize**

  - *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

Federal Résumé

- The résumé is the core of your federal job application.
  - □ Customize the résumé to match the "Qualifications and Evaluations" tab in the vacancy announcement.
  - □ Again, <u>work experience</u> is key.
  - □ Provide the most detail on recent and relevant experiences.
  - □ For each work experience include <u>duties and accomplishments</u> ("problem - solution - result").
- <u>Be complete</u>; the document should be 2 – 5 pages long.
- Audience: assume little scientific knowledge.

Anatomy of a Federal Work Experience Entry

- Job title
- Duties and accomplishments
- Employer name and address
- Supervisor name and phone number
- Start/end dates
- Hours/week
- Salary
- Permission to contact supervisor

Federal Résumé Resources

- Applying to the NIH:
  http://www.jobs.nih.gov/jobsearch/howtoapply/player.html (online tutorial)

- Federalizing Your Résumé:
  http://www.jobs.nih.gov/jobsearch/fedresume/player.html (online tutorial) and
  http://www.jobs.nih.gov/jobsearch/FederalResume.htm (FAQs)

Job Title: Microbiologist-NIAID-MP
Department: Department Of Health And Human Services
Agency: Health & Human Services, National Institutes of Health (NIH)
Sub Agency: NIAID
Job Announcement Number: NIAID-2011-474178-MP

SALARY RANGE:	$96,690.00 - $125,695.00 /year
OPEN PERIOD:	Monday, March 21, 2011 to Friday, March 25, 2011
SERIES & GRADE:	GS-0403-14/14
POSITION INFORMATION:	Full-Time Permanent
PROMOTION POTENTIAL:	14
DUTY LOCATIONS:	1 vacancy - Hamilton, MT
WHO MAY BE CONSIDERED:	Current permanent Title 5 NIAID employees and individuals eligible under CTAP only.

Qualifications Required

You must demonstrate in your resume at least one (1) year of qualifying experience equivalent to at least the GS-13 level in the Federal Government. Examples of qualifying experience include: Independently plan, design, and conduct research that requires highly specialized and intensive knowledge of electron microscopy and involves the understanding and application of existing scientific principles, theories, and practices, as well as the formulation and development of new scientific approaches and technologies.

Job Title: Lead Grants Management Specialist-NIAID-MP
Department: Department Of Health And Human Services
Agency: National Institutes of Health
Sub Agency: National Institute of Allergy and Infectious Diseases
**Job Announcement Number:** NIAID-2011-475658-MP

SALARY RANGE:	$105,211.00 - $136,771.00 /year
OPEN PERIOD:	Tuesday, March 22, 2011 to Monday, March 28, 2011
SERIES & GRADE:	GS-1109-14/14
POSITION INFORMATION:	Full-Time Permanent
PROMOTION POTENTIAL:	14
DUTY LOCATIONS:	1 vacancy - Montgomery County MD
WHO MAY BE CONSIDERED:	Current permanent Title 5 NIAID employees and individuals eligible under CTAP only.

Qualifications Required

You must demonstrate in your resume at least one (1) year of qualifying experience equivalent to at least the GS-13 level in the Federal Government. Examples of qualifying experience include:

- Experience independently performing the full range of grant review processes and resolving complex grants management problems.

- Experience serving as a senior grants management specialist performing the full range of pre-award and post-award activities for the most complex research grants and cooperative agreements administered by the organization.

- Experience mentoring and or training junior grants management staff.

- Experience developing policy recommendations to resolve unprecedented problems in planning, negotiating, awarding, and administering future applications.
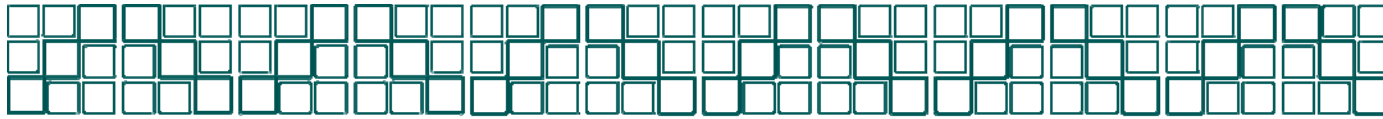
The Finishing Touch

Make certain your document is grammatically perfect and visually pleasing

- Include a header with your name, title, and page #

- Use a one-inch margin all around

- Put the most important information where it will be seen
  - Beginning of a section
  - At the left
  - In a column

- Select a single, easy-to-read font
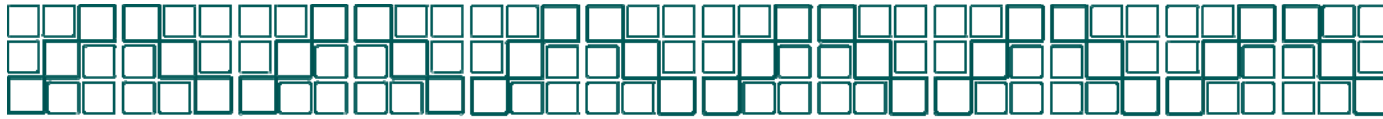
The Finishing Touch - II

- Avoid font sizes smaller than 11- or 12-point

- Make certain your headings are uniform throughout

- Include plenty of white space

- Use bullets to make paragraphs worth of material easier to read

- Avoid all caps

- Spell check and proofread

References: The Finishing Touch

- Use bold or underline to highlight your name
- Use italics to highlight the names of trainees who have published with you
- Be certain that you use a single capitalization scheme for all titles
- Include the first and last page numbers of all publications
- Try using italics for journal names and bold for volume numbers

Submitting the Document

- **If you are submitting electronically**
  - ☐ Create an informative and appropriate file name.
  - ☐ Submit as a PDF.
  - ☐ Pay attention to formatting limitations.
  - ☐ Check the appearance of your document before submitting.

Resources

- https://www.training.nih.gov/career_development_ss/sc
- OITE Career Services pages for postdocs: https://www.training.nih.gov/career_services/postdoctoral_fellows
- Resources on the OITE Web page: https://www.training.nih.gov/nih_resources
- To make a career services appointment, e-mail Sharon Milgram at milgrams@od.nih.gov
- CV/résumé Slam: April 7th and 8th

Pat Sokolove, sokolovp@mail.nih.gov