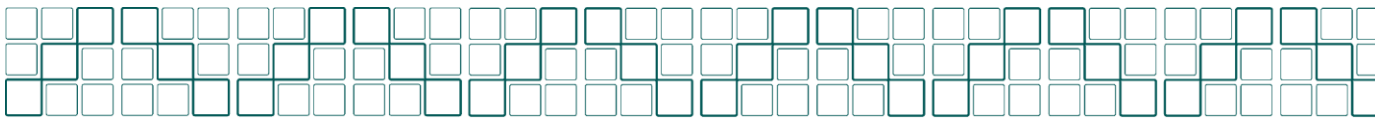

CV and Resume Writing

Sharon L. Milgram, PhD
Director, NIH OITE





Differences between a CV & resume

	CV	resume
What?	full professional & educational history	summary of your experience & skills
Length?	No limit, don't pad	Typically 1-3 pgs
Uses?	academic & govt research positions	every other type of job
Publications?	yes - all of them	none or a select group
Modified to fit the job?	not much	very much
Include list of skills	No never	Common, but depends on position



To get started, think about the position, reflect on past experiences and ask:

- What were my job responsibilities?
- What were my major accomplishments?
- What skills did I develop?
- What decisions did I make?
- How did I work with and motivate people?
- How can I quantify my results?
- How did I communicate in my job?
- Did I assume a leadership position?
- How did I make a difference in the position?



Common sections of a CV or resume

- Summary of Qualifications - **resume only**
- Contact information
- Education, with degrees & dates
- Clinical certifications, with dates
- Professional positions held, with dates
- Funding
- Honors and Awards
- Teaching and Mentoring
- Service and Leadership
- Invited presentations and Seminars
- Publications
- Skills, Languages, Programming Expertise



What not to include

- References to age, marital status, children, health, ethnicity, nationality, religious affiliation
- High school education
- Hobbies and extracurricular activities
- List of references (provide separately)



Example #1 - CV

Research Experience

- 2007 – present Research Fellow, National Heart Lung & Blood Institute,
Laboratory of Kidney & Electrolyte Metabolism, Bethesda, MD
- 2003 – 2007 Postdoctoral Fellow, National Heart Lung & Blood Institute,
Laboratory of Kidney & Electrolyte Metabolism, Bethesda, MD
- 1994 – 1997 Technician, KCXZ Therapeutics, Philadelphia, PA



Example #2 CV

Teaching and Mentoring

- 2009 Stem Cell Biology, NIH Summer Student
Journal Club, Bethesda, MD
- 2005 Introductory Biochemistry, FAES Graduate
School, NIH, Bethesda, MD
- 2004 Learning and Memory, Department of
Biology, UNC-Chapel Hill



Example #3 - CV

Leadership and Service

- 2010 Member, NIH Career Symposium Organizing Committee
- 2008 – 2009 Chair, NIH Fellows Committee Career Development Subcommittee
- 2005 – 2007 Graduate student representative, Department of Cell Biology Graduate Oversight Committee, UNC-Chapel Hill



Example #1 - Resume

Postdoctoral Research Fellow, National Institutes of Health, Bethesda, MD (2003 – 2007)

- Developed proteomic approaches to identify proteins that associate with the cystic fibrosis transmembrane conductance regulator chloride channel
- Coordinated research with collaborators in industry and other universities
- Supervised daily work activities of three research interns and one technician working on related projects
- Wrote three manuscripts for publication
- Presented results at four meetings to diverse audiences of clinicians, researchers, and patient advocates



Example #2 - resume

Lecturer, NIH Graduate School, Bethesda, MD 2005 - 2007

- Taught six classes in medical microbiology to 14 undergraduate students and technicians working in NIH labs
- Facilitated classroom discussions of the scientific literature
- Demonstrated new techniques in the classroom
- Wrote exam questions and evaluated student performance



Example #3 - resume

Chair, Career Development Subcommittee, NIH Fellows Committee 2006 - 2007

- Organized monthly career development workshops attended by 50 - 100 NIH researchers
- Communicated with NIH leadership regarding career development needs of NIH postdoctoral fellows
- Chaired meetings, developed publicity materials, and maintained records for monthly subcommittee meetings



General Thoughts

- Keep a master activities/accomplishments document as you go along
- There is no template, but your document must be clean, crisp, and easy to read
- Real estate matters – put most important things at the front
- Double and triple-check for typos
- Lots of eyes are helpful – your training office, OITE staff, mentors, colleagues
 - But appreciate opinions will vary and data argue that there are many “right ways”
 - Best opinions are from “insiders” with a lot of experience



Keep In Touch

- Connect with me on Linked-In and join the NIH Intramural Science Linked-In group
- Watch previous OITE career workshops, including many on CVs, resumes and cover letters
- Read the OITE Careers blog (“Day in the Life Of” series)
- Join the OITE NIH Training Alumni database if you are/were a student or fellow here
- Email me at milgrams@od.nih.gov

www.training.nih.gov