Writing an Effective Résumé
Why a Résumé?

01. First opportunity to tell our professional story
02. Helps invite visibility to your work
03. Captures your skills & accomplishments.
04. Helps you get an Interview!
Why a Résumé?

01. First opportunity to tell our professional story

02. Helps invite visibility to your work

03. Captures your skills & accomplishments.

04. Helps you get an Interview!
Effective Stories are...

- Organized
- Structured
- Engaging
- Compelling
- Character
- Relevant
- Connection
- Understand
Effective Resumes are..

- Organized
- Structured
- Engaging
- Compelling
- Character (You)
- Relevant
- Connection
- Understand
Your Resume is One Tool, But a Powerful One.

- Resume
- Cover Letter
- LinkedIn
- Referrals
Today's Talk

1. Address FAQ's about Resume as we go along
2. Where to begin & Why?
3. Anatomy
4. Step-by-step strategic construction of a Resume
5. Q&A
# Difference between a Resume and a CV

<table>
<thead>
<tr>
<th></th>
<th>Resume</th>
<th>CV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Summary</td>
<td>Course of Life</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>1-2 pages (Concise)</td>
<td>Indefinite (Comprehensive)</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td>Skills</td>
<td>Focuses on list of accomplishments</td>
</tr>
<tr>
<td><strong>Target</strong></td>
<td>Internships, Industry, Non-Profit, Consulting</td>
<td>Academia, Fellowships, Grants</td>
</tr>
</tbody>
</table>
Your Typical CV


Peer-Reviewed Papers:

Honors and Awards

HONORS AND AWARDS
Excellence in Teaching (Terms 1 and 2, 2015; Term 2, 2016; Summer term and Term 1, 2017; Terms 1 and 2, 2018; Term 3, 2019); Awarded by the Johns Hopkins School of Public Health on the basis of student evaluations.
Kennedy Institute of Ethics Biennial Fellowship (2012-2014); Awarded by the faculty of the Kennedy Institute of Ethics.
Outstanding Teacher Award (April 2019); Awarded to one philosophy graduate student annually, on the basis of faculty and peer evaluation.
CACOR Critical Language Scholarship (Summer 2007); Awarded by the Department of State, Bureau of Education for the purpose of supporting the study of critical need languages. Scholarship was awarded for a two-month intensive study of Turkish in Ankara, Turkey.
Graduate School Fellowship (2006-2009); Awarded by the graduate school on the basis of a university-wide competition.

Teaching Experience
2015 - Present
Research Scholar, Johns Hopkins University
1. 700.851: Master of Bioethics Thesis Seminar, Term 4 2016; Term 3 2018, 2019, 2020
2. 700.602: Hot Topics in Bioethics, Term 2 2015, 2016, 2018, 2019
3. 700.603: Introduction to Ethical Theory, Term 1 2015, 2016, 2017, 2018, 2019
4. 700.604: Critical Reasoning for Bioethics II, Term 2 2019

Presentation
2015 - Present
Adjunct Professor, Johns Hopkins University
2011 - 2015
Georgetown University
6. 600.610: Introduction to Bioethics, Fall 2014
7. Introduction to Bioethics MOOC, Spring 2014
8. PHIL 102: Ethics: Making People, Spring 2015
9. PHIL 150: Logic: Introduction to Logic, Fall 2012
11. PHIL 154: Ethics: Reasons and Values, Fall 2011
12. PHIL 106: Ethics: Defending Morality, Summer 2011

14 pages
Historical list of all works
Not focused on skills
What do jobs look for?

Responsibilities

- Be an integral part of cross-functional Translational Neuroscience Team to drive translational strategy development that includes selection of biomarkers and assays based on a deep biological understanding of mechanisms of action, disease/disorder progression, and Neuroscience biology.
- Undertakes cross-functional engagement with Clinical Science and Clinical Operations for implementation of biomarker analyses in the clinic.
- Manages relationships with external analytical labs, provide input into trial-specific agreements and perform technical assessment of labs involved in biomarker sample analysis.
- Coordinates between CRO assay development group and clinical team, when necessary.
- Leads drafting of translation- and biomarker-related sections in clinical study-related and regulatory documents (such as clinical protocols, ICFs, INDs, IBs, clinical study reports, etc.).
The Role of the Tailored Resume

- Addresses the needs & requirements of the job
- Creates alignment between role & your experiences
- Helps do it concisely, precisely and thoughtfully.
Anatomy of a Résumé

- Bullet points for brevity and impact
- Reverse chronological order
- Font (Times, Calibri, Garamond), no need to over bold/italicize
- Come in different shapes & sizes
- Are best kept simple in aesthetic
- Concise snapshot & selected works (1-2 pages)
STEVE JOBS
(+1) 443-456-555
www.linkedin.com/in/gapejohs

PROFESSIONAL SUMMARY
Analog and mixed-signal IC designer focused on low-power hardware accelerators and interfaces for IoT devices. Proven track record of full-lape-out flow, from concept to silicon, from CMOS 180nm to FinFet 16nm. Experienced in system architecture specification from concept to transistor level circuits. Skilled in bringing-up ASICs using Xilinx FPGAs with Python and Matlab interfaces, as well as die probing under the microscope.

EDUCATION
PhD in Electrical Engineering Fall 2020
The Johns Hopkins University (JHU), Baltimore, MD

Master in Science of Engineering
The Johns Hopkins University (JHU), Baltimore, MD

Electronic Engineer
Universidad Nacional del Sur, Bahia Blanca, Argentina

TECHNICAL SKILLS
Hardware
• Silicon Data converters such as Sigma-Delta, Simple Scope, and SAR ADCs, current and voltage mode DACs. Operational Amplifiers, OTA’s and comparators. Switch-cap amplifiers. Image pixel. Custom memories such as SRAM & DRAM, including microcontroller and refresh circuits. Subthreshold design. Custom digital macros. Pad design/ESD protection. High-voltage circuits for non-volatile memory erase/program.

• FPGAs: Xilinx Spartan-3, Spartan-6, Kintex-7 and Artix-7 platforms. Interfaces: UART, SPI, and AMBA 3. AHB-Lite.

Software

• Hardware Description Languages (HDL): SystemVerilog, Verilog, Verilog-AMS, VHDL.

• Scripting/Programming: Python, MATLAB, Bash, Git, Fid, C, Shell, Assembler, Lates.

EXPERIENCE
Graduate Research Assistant Fall 2015-Fall 2020
Department of Electrical and Computer Engineering, JHU (Prof. Andreas G. Andreou)

• Led Johns Hopkins team as mixed-signal designer in industry collaboration (CMOS 65nm)
  • Collaboration culminated in the submission of a $1 M low-power IC for IoT and ML applications.
  • Co-Designed SoC with RISC-V, quad-core neuromorphic accelerator, and dynamic sensing sensor.
  • Designed high-in, analog-core, digital-out DRAM computational memory with AMBA 3. AHB-Lite interface.
  • Designed custom digital DRAM controller with single-clock granularity for precise timing of control signals.

• Responsible for analog and mixed-signal design in the DARPA UPSIDE project (CMOS 65nm, 55nm)
  • Designed and tested a pseudo-DRAM Compute-in-Memory processor test chip.
  • Designed and tested a multi-level non-volatile memory processor test chip.

• Played key role in designing and testing several ASICs (CMOS 180nm, 130nm, FinFet 16nm)
  • Designed, taped out, and tested 2 neural stimulators in CMOS 180nm for the Johns Hopkins Cochlear Center.
  • Co-Designed, taped out, and tested a custom SRAM Compute-in-Memory processor in CMOS 130nm.
  • Co-Designed, taped out, and tested an image in FinFet 16nm with high speed sigma-delta ADC.

• Technical Skills | Skills (Include Languages)
• Research Experience
• Patents
• Awards and Honors
• Leadership, Service and Outreach
• Conference Proceedings
• Publications
• Independent Projects
• Internships
• Work Experience
• Projects
• Professional affiliations and Memberships
• Extracurricular Activities

Name, Phone number, Address, LinkedIn, GitHub, Research Gate

Professional Summary | Summary | Highlights

Education (No need for thesis advisor, unless well known)
How to begin constructing your Resume
Data, data, data.

- Gather information about the Role (Study the job description).
- Understand the organization & teams.

What does the employer care about?
Data, data, data.

- Gather information about yourself.
- In your past and current work, what did/do you do?
- What are your strengths & limitations?

Think of Doctoral/Postdoctoral roles day-to-day as a job where you developed & honed skills.
Data, data, data.

- Collect Dates, GPA, Awards, $\$, #’s. Get organized!
- Write everything down (Create a main, longer resume that is more comprehensive.)
- Create sub-versions for different Industry's: Consulting, Tech, Non-Profit etc.

You will **not** be applying with the same Resume everywhere
Dissect & Study the Job description

**Responsibilities**
- Works in the Neuroscience Department within the Precision Medicine organization to develop, establish, and lead efforts aimed at 1) target binding and engagement, 2) pharmacodynamics, 3) patient selection and segmentation markers, 4) disease relevant biomarkers with association to clinical endpoints, in early and late stage Neuroscience studies.
- Be an integral part of cross-functional Translational Neuroscience Team to drive translational strategy development that includes selection of biomarkers and assays based on a deep biological understanding of mechanisms of action, disease/health progression, and Neuroscience biology.
- Undertakes cross-functional engagement with Clinical Science and Clinical Operations for implementation of biomarker analyses in the clinic.
- Manages relationships with external analytical labs, provide input into trial-specific agreements and perform technical assessment of labs involved in biomarker sample analysis. Coordination between CRO assay development group and clinical team, when necessary.
- Leads drafting of translation- and biomarker-related sections in clinical study-related and regulatory documents (such as clinical protocols, ICPs, INDs, IIs, clinical study reports, etc.)
- Ensures that biomarker sample collections, analyses, data transfers, and reporting are performed in accordance to the study protocol and in compliance with regulatory requirements.
- Level and compensation will be commensurate with experience.

**Qualifications**
Experience and ideally proven record in leading and supporting translational strategy of Neuroscience programs in clinical development in pharmaceutical and/or biotech environment
- PhD, PharmD, and/or MD with 5+ years, or Master’s or Bachelor’s Degree with 5+ years of related work experience in pharmaceutical and/or biotech environment

**Preferred Qualifications**
- Strong scientific background and achievements in Neuroscience and clinical biomarkers ideally demonstrated by scientific publications, presentations, and/or patents
- Expertise and experience in indications covered by current AbbVie Neuroscience portfolio
- Interdisciplinary knowledge of broad biomarker approaches and enabling technologies
- Demonstrate creative “out of the box” thinking to solve difficult technical problems and champion new technologies to achieve project goals
- Ability to work on multiple programs concurrently and meet timelines
- Ability to work in matrix-based program teams
- Experiences in development of clinical study documents, such as investigator brochures, clinical protocols, procedure manuals, and regulatory documents

**Key Leadership Competencies**
- Builds strong relationships with peers and cross functionally with partners outside of team to enable higher performance
- Raises the bar and is never satisfied with the status quo

### What are they looking for?
- R, Matlab, microscopy, PCR, Flow cytometry, Fluid Mechanics, Fracture analysis, NLP, Machine learning, NMR

### Who are they looking for?
- Independent, Collaborative, team work, problem solver, Strong Quant skills, leadership, etc.
Construct your Resume Bullets

**Action Verb**
- Investigated, Discovered, Led, Implemented, Created, Designed, Collaborated.

**Project**
- What problem are you trying to solve?

**How did you solve it?**
- What tools did you use? What action did you take?

**What was the impact?**
- What was the result or outcome of your work? Can you quantify it? What happened?
Mirror the Language

“Fully proficient in research area. With the ability to work **without supervision**. Capability to **mentor, train and develop** less experienced scientists/students/engineers”

- **Expertise** in **independently designing and executing** research experiments in CHO cell lines.
- **Mentored** 5 undergraduate students in laboratory techniques and instrumentation.
- **Independently** construct plasmid library to study the…..
The Role of the **Tailored Resume**

- Addresses the needs & requirements of the job
- Creates alignment between role & your experiences
- Do it concisely, precisely and thoughtfully.
“Liaises with colleagues from other subject areas with the purpose of discussing project-related matters, sharing experiences and reporting progress”

- Established collaborations with Apple as part of laboratories ongoing industry partnership, leading to …
- Collaborated with colleagues in chemical engineering to study….
- Worked in a team of inter-disciplinary researchers to investigate….
- Established professional connections with 19 fellow doctoral students and recent PhD graduates, MLA staff, and humanists working at a variety of institutions in New York City.
Case study.....

- Desire to support public sector clients with a mission focused on healthcares
- Ability to synthesize information quickly and learn new skills
- Ability to view problems from multiple angles and apply a variety of solutions to solving them
- Possesses strong oral and written communication skills
- Strong quantitative and organizational skills are a must
- PhD preferred
Desire to support public sector clients with a mission focused on healthcare
Ability to synthesize information quickly and learn new skills
Ability to view problems from multiple angles and apply a variety of solutions to solving them
Possesses strong oral and written communication skills
Strong quantitative and organizational skills are a must
PhD preferred

Investigated the solvent effects on the π-π stacking of NTCDI with binding energy calculation and radial distribution function analysis, discovered new molecule conformational using Nudged Elastic Band method
Calculated the free energy of the aggregation of NTCDI stacking in different solvent systems using Steered Molecular Dynamics and Thermodynamic Integration
Desire to support public sector clients with a mission focused on healthcares
Ability to synthesize information quickly and learn new skills
Ability to view problems from multiple angles and apply a variety of solutions to solving them
Possesses strong oral and written communication skills
Strong quantitative and organizational skills are a must
PhD preferred

Piloted multiple dynamic projects resulting in 2 first author manuscripts and 2 conference presentations in the field of solid-tumor chemotherapeutics. Co-authored 3 publications in the exciting field of radiotherapeutics.
Mentored 5 undergraduate, 1 Masters and 1 junior Ph.D. researchers for their respective dissertations.
Managed lab finances of over $300,000 over 4 years to ensure seamless resource optimization and effective operations.
Published 2 first-author papers, with one in Nature Neuroscience, the top neuroscience journal (<8% acceptance)

Worked with a team of 5 to synthesize recommendations for a payer-provider network to implement value-based care in Western Pennsylvania and improve patient outcomes.

Secured 1st place out of 45 teams participating from 30+ universities.

Advanced 2 novel drug delivery technologies from laboratory through preclinical development in murine breast cancer models; achieved 300% control in tumor growth and eliminated metastases and off-target toxicities.

Taught all academic subjects in full classrooms (17+ students), small groups (3–7 students), and 1:1 in no-excuses South Bronx charter school with >85% students classified as low-income.
Ineffective Tailoring

- Make it difficult to read, not interested in sifting through for information
- Are a random collection of facts, technical details, fancy words that have NOTHING TO DO WITH THE JOB.
- Are sloppy
- Underselling /understated or Over-exaggerated
- Written from the writers point of view, not the readers
Effective Tailoring

- Each bullet point is conveying a particular piece of information
- No time for fluff or redundancy; Be strategic
- Focus on KEY Words not BUZZ words
- **Show don’t tell. Provide facts & Outcomes.**
- You will be tempted to say everything, but you have to be selective
- Find alignment between the job description and your Resume
Content
SUMMARY
- RNA biologist with >10 years of research experience in biochemistry, molecular biology, and biophysics. Experience with RNA footprinting and NGS methods to characterize and optimize RNA structures.
- Excellent written communication skills as evidenced by 6 peer-reviewed scientific publications, prestigious fellowships, and many research awards in the RNA field.
- Outstanding oral communication skills as evidence by numerous presentations at national and international conferences and teaching multiple courses at Johns Hopkins University. Capable to convey challenging information clearly and thoroughly for diverse audiences.
- Self-starter and a strategic thinker who is comfortable to take responsibilities and work in a fast pace and collaborative environment.

Don’ts
- Objective or Interest
- Chunky text
- Random facts not relevant to job
- Use words that don’t mean anything (buzz vs key)

Do’s
- 3-4 bullets summarizing top skills that job desires & how you have it.
- Outcomes & Quantify
- Each bullet giving new info about you
<table>
<thead>
<tr>
<th>Degree</th>
<th>University</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD in Electrical Engineering</td>
<td>The Johns Hopkins University (JHU), Baltimore, MD</td>
<td>2013-2020 (Expected)</td>
</tr>
<tr>
<td>Master in Science of Engineering</td>
<td>The Johns Hopkins University (JHU), Baltimore, MD</td>
<td>2013-2014</td>
</tr>
<tr>
<td>Electronic Engineer</td>
<td>Universidad Nacional del Sur, Bahía Blanca, Argentina</td>
<td>2004-2012</td>
</tr>
</tbody>
</table>

**Don’ts**

- No need for large description of thesis work
- Advisor details or names not needed. Unless well known.

**Do’s**

- Duration
- School
- Field of study
### TECHNICAL SKILLS

<table>
<thead>
<tr>
<th>RNA</th>
<th>In vitro transcription, RNA extraction and purification, RT-PCR, 2nd structure predication (Mfold and RNAstructure), RNA footprinting (DMS, SHAPE, hydroxyl radical, in vivo and in vitro), RNA sequence and structure engineering, RNA crystallography</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGS</td>
<td>library preparation, target enrichment, Illumina and PacBio sequencing, data analysis with Python and Galaxy</td>
</tr>
<tr>
<td>Biophysics</td>
<td>EMSA, FISH, native and denaturing gel electrophoresis, ITC, filter binding, analytical ultracentrifugation (SV-AUC and SE-AUG), single molecule experiments, FRET</td>
</tr>
<tr>
<td>Protein</td>
<td>Western blotting, recombinant protein expression with bacterial and insect cells, affinity column purification, SDS-PAGE, HPLC, FPLC, mass spectrometry</td>
</tr>
<tr>
<td>Molecular Biology</td>
<td>molecular cloning, vector design, PCR, primer design</td>
</tr>
<tr>
<td>Computer Research</td>
<td>Python (data processing and visualization), R, Jupyter notebook, Galaxy, PyMoL, GraphPad, Adobe Illustrator, MS Office</td>
</tr>
<tr>
<td>Research</td>
<td>bioinformatics, statistical analysis, experimental design and assay development, project management, manuscript and grant preparation</td>
</tr>
</tbody>
</table>

### TECHNICAL SKILLS

- **Software & Hardware**
  - **Programming**: SystemVerilog, Verilog, VHDL, Python, Assembly.
  - **Scripting**: MATLAB, Bash, Git, C, Python.
  - **Software & EDA Tools**: Xilinx Vivado/ISE SDK, OpalKelly Front Panel, Mentor Graphics (QuartaSim, Calibre), Synopsys (DC Ultra), Cadence (IC Design Suit), ORCAD/gEDA/KiCad PCB tools, and SPICE simulation, LaTeX.
  - **Image & Signal Processing**: Matlab Signal Processing toolbox (FFT, Wavelets, PCA, kernel filters, FIR & IIR Filters).
  - **Laboratory Equipment**: Source Measure Unit, Oscilloscope, Electrometer, Signal Generator, Digital to Analog Converter & Analog to Digital Converter, Digital Multimeter, Probe Station, Microscope, Clean Room.

- **Work related to FPGA hardware/firmware and chip-testing**
  - Implemented custom FPGA interfaces on Xilinx Spartan-3, Spartan-6, Kintex-7 and Artix-7 platforms.
  - Developed Python and Matlab APIs as well as shell scripts for communicating with chips using UART, SPI, and AMBA 3 AHB-Lite interfaces.
  - Controlled analog biasing and power delivery via automated scripts using Source Measure Units (SMUs), Digital to Analog Converters (DACs) and benchtop power supplies.
  - Used both off-the-shelf and Xilinx on-chip Analog to Digital Converters (ADCs) for analog voltage monitoring.
  - Co-designed custom PCBs for interfacing to hardware as well as utilized microscope probe station.

**Skills**

- Neatly Categorized.
- Ordered in priority as mentioned in the Job description.
- Placed on first page if you are being hired for these specific set of skills.
- Level of detail, depends.
Awards

Provide description for awards & leadership roles. Don’t assume reader knows what it means.

AWARDS AND HONORS

**Best student poster**
Northrop Grumman University Research Symposium, Los Angeles, CA
- Title "Charge-based Circuits and Architecture for a Bio-Inspired Hardware AI Inference Accelerator".

**Engaged scholar**
Johns Hopkins University, Baltimore, MD
- Awarded for outstanding community engagement and volunteering.

**Highest GPA**
Department of Electrical and Computer Engineering, UNS, Bahia Blanca, Argentina

**Academic Scholarship**
Science and Technology Agency, Argentina
- Awarded six-months of tuition, room and board at Institut Polytechnique de Bordeaux, France.
- Procured internship at "Laboratoire d'Integration du Materiau au Système (IMS)". France, Power electronics division, who funded an additional six months of tuition, room and board.
Research

Showcase everyday skills relevant to the job!
Quantify, focus on deliverables, outcomes!
Don't just state complicated, jargon filled titles.

2020 (spring)  Research Assistant | Start Early (formerly Ounce of Prevention Fund) | Chicago, IL

• Conducted extensive literature review on preschool learning environments, schedules and routines, and supporting families with referrals to inform a state’s Quality Rating and Improvement System (QRIS) guidelines.
• Consolidated findings into concise research summary briefs for a diverse audience of researchers, practitioners, and other stakeholders to support rollout of QRIS guidelines.
• Completed all tasks under budget and ahead of deadline despite COVID-19 pandemic occurring mid-project.
Hobbies

It's nice to showcase some personality (If there is space), depends on the industry too. Neutral.

PERSONAL INTERESTS

- Hobbies: Surfing, traveling to surf destinations, skateboarding, snowboarding, volleyball, and table tennis
- Member of UCSD APD Consulting Club, placed 2nd in 2017 LEK Case Competition
- Full-time volunteer for 2 years for The Church of Jesus Christ of Latter-Day Saints; carried out leadership, training, and performance reporting for 5 groups of 12+ full-time volunteers
Effective Resumes are..

- Organized
- Structured
- Engaging
- Compelling
- Character (You)
- Relevant
- Connection
- Understand
How do I decide what to focus on and what to leave in?

Hark back to the Job description and the information you have gathered. Who are they looking for?
Tell you professional story accordingly.
I don't match the job description 100%. Should I even apply?

People rarely do meet all the requirements. Yes, apply to jobs you are qualified for or you can do, but don't self-reject. Highlight your relevant strengths in your Resume. The Resume is one tool in your tool box.
Academic skills do not translate into non-academic positions.

It does & very nicely!
For a whole suite of different jobs.
Academic Skills Translated Into Tangible Work Skills

- **Research Skills** = Problem Solving, Critical thinking, Analytical, Qualitative skills, Quant skills, Collaboration, Independent thinking, teamwork
- **Taught students | Lead a class** = Communication, leadership ability
- **Write monographs, papers, blogs** = communication, thought leadership
- **Create something from scratch** = Innovation, Strategy, Leadership
- **Student organizations, organized talks, seminars** = Leadership, time management, community building, communication, collaboration, Team work
- **Attended conferences and presented your work** = Communication skills, relationship building Skills
- **Know languages** = Super skill for your Resume
I feel icky selling my skills & it all feels like an exaggeration.

Tell the truth in your resume.  
Won an award? Its the truth.  
Discovered something cool? No shame in that.  
Want to stand out? Showcase your talent in a compelling way!
Strong words matter

- **Leadership:** managed, led, oversaw, trained, taught, tutored, mentored,
- **Outcomes:** produced, developed, created, innovated, completed, published
- **Analytical:** analyzed, researched, investigated
- **Planning/Logistics:** planned, coordinated, executed, facilitated.
- **Details:** maintained, tracked budget
- **Technical:** coded, programmed, hacked
- **Communication:** Wrote, edited, presented, communicated, taught, tutored, mentored

- **Verbs to Avoid:** helped, assisted, did, worked on, went to, etc.
- **Words to avoid:** Problem Solver, Data Ninja, forward thinker, amazing, superior
Almost done...
Final Check List

- Tailored to position
- Content is organized and prioritized
- Focus on SKILLS and OUTCOMES
- Keywords from the job is included
- Bullet points begin with action verbs
- Easy to read
- Proofed, set of eyes on your Resume
SMALL GROUP SESSIONS

ASK ME ANYTHING

WITH
ROSHNI

JOHNS HOPKINS UNIVERSITY