

# Introduction to the Industry C.V.

An Industry C.V. (or resume/C.V. blend) is typically a two-page document that includes details about educational background, research experience, and a select list of publications and/or presentations. Experience in industry environments, management positions, and leadership roles is more highly valued in this document than in an academic C.V. Optional sections that complement this information may include: a summary of qualifications, honors and awards, and a technical skills summary.

## When to Use It:

- All R&D positions in industry
- Application Scientist/Technical Specialist
- Tech Transfer/Innovation Management
- Patent Agent
- Science Policy
- Research Management
- Medical Writing

## Verbs to Use:

Be sure to use verbs that convey action. Avoid language that diminishes your role or importance in a given project:

### Weak(er)

- Assisted with; Worked on; Looked at; Helped to; Cooperated with

### Strong(er)

- Analyzed, Synthesized, Examined
- Managed, Led, Oversaw
- Created, Produced, Developed
- Wrote, Edited, Revised, Critiqued
- Communicated, Presented
- Collaborated, Facilitated
- Implemented, Launched, Initiated
- Taught, Tutored, Advised

## Reading Job Descriptions:

- ❑ Read job descriptions with a pen or highlighter. Circle and highlight key words and qualifications. Use similar words in your documents.
- ❑ Emphasize experiences that are also prioritized in the job description
- ❑ Familiarize yourself with common job descriptions in industry before applying. It can be helpful to see multiple listings to get a sense of the language used.

## Tailor to Industry Audiences:

The audience for an industry C.V. likely includes both scientists *and* non-expert H.R. personnel. It's important to communicate your qualifications to both groups.

- **Demonstrate** credibility by including publications and select presentations
- **Highlight** your personal contributions to group projects
- **Match** level of technical language in the document to the job description
- **Emphasize** non-scientific or soft skills (leadership, management, communication)
- **Include** industry-relevant experience (patents, startups, regulatory processes)
- **Quantify** impact, funding, size of teams, etc.
- **Copy Edit!**

## Writing a Strong Bullet:

**PROJECT:** Describe what you did specifically, including the technique or method. Highlight tools or techniques that you employed, especially those listed in the job description.

**PURPOSE:** Articulate goals of the project in a way that is relevant to the company/industry.

**IMPACT:** Answer the question: "So what?" Think broadly about tangible/quantifiable outcomes (publications, grant funding, patents, new collaborations, innovation, etc.)

### Example Bullets

- Developed novel amino acid sequencing method using fluorescent-tagged antibody arrays; published in *Nature Methods*
- Improved protein sequence accuracy 30% by decreasing valine/isoleucine conflation
- Collaborated with 2 research groups at Harvard University to commercialize new technology; filed patent application with USPTO