

Résumés for Industry & Nonprofit Positions

October 4th, 2018

UCHICAGO GRAD

Helping you navigate your graduate and postdoctoral career



UChicagoGRAD provides . . .

■ One-on-One Advising

- Career Development
- Fellowships, Writing, Oral Communications, Sounding Board, Diversity

■ Flagship Events

- GRADFair- October 18th, 2018
- GRADUCon- April 5th, 2019

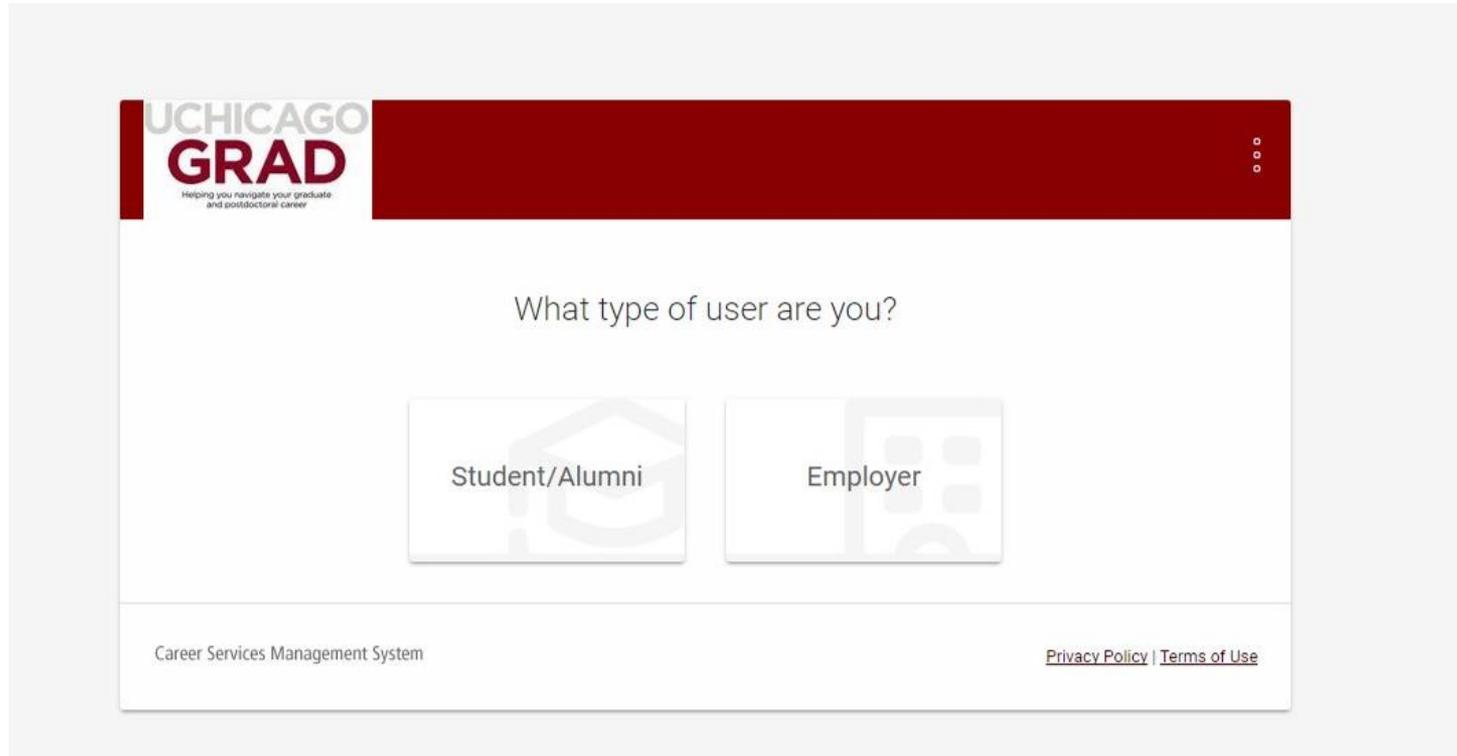
■ Workshops

- GRADTalk
- Expose Yourself
- Summer & Spring Break Bootcamps

■ Employer Connections

- Info Sessions
- On-campus recruiting
- Job board





- Schedule advising appointments
- RSVP for upcoming events
- Browse job board

Session Overview

Part I: Introduction and Formatting

Part II: Writing effective Bullet Points

Part II: Tailoring Content to Job Listings

Part IV: Career Fair Résumés



Part I: Introduction and Formatting



CAUTION

**Formatting
conventions may
differ by industry or
sector.**



What is the difference between a C.V. and a résumé?

	Curriculum Vitae	Résumé
<i>Length</i>	No page limit	1 PAGE
<i>Scope</i>	Exhaustive summary	Concise snapshot
<i>Purpose</i>	Academic jobs	Jobs outside research
<i>Tailoring</i>	Somewhat tailored	Acutely tailored
<i>Summary</i>	Research-specific	Can include
<i>Publications</i>	Includes publications	No publications
<i>Bullet use</i>	Optional	Yes



Format: Fonts to Avoid

Arial

Times New Roman

Calibri

Cambria

Comic Sans



Format: Fonts That Do Better

Serifs: Garamond
Georgia
Palatino Linotype

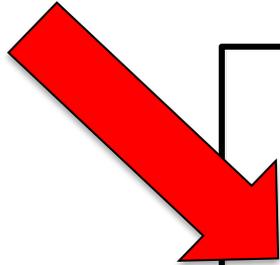
Sans Gotham Light/**Bold**
Serif: Helvetica Neue Light
Century Gothic
Trebuchet MS

Size: 11 - 12



Format: Margins of Error

.7' - 1" all around for all docs



Post Doc-Fellow, PhD

700 E. 57th St. Chicago IL | postdfellow@bsd.uchicago.edu | 773-834-1234

SUMMARY

- Molecular geneticist and bioinformatics expert with 10+ years of experience in inflammation research
- Principle Investigator on 2 independent grants (\$125K)
- Author of 10 publications in peer-reviewed journals including 4 first-author papers
- Interdisciplinary collaborator with experience working in clinical and translational setting

RESEARCH EXPERIENCE

The University of Chicago, Postdoctoral Scholar (AHA Fellow 2013-Present) 2010-Present
Department of Human Genetics, Laboratory of Pro Fessor

Molecular Biology and Cell Culture

- Elucidated the molecular mechanisms underlying the asthma genetics by developing novel qPCR assays and measuring protein and microRNA expression by ELISA and qPCR
- Identified genome-wide genetic and epigenetic markers associated with inflammation pathway in asthma using clinical samples and cultured airway epithelial cells
- Collaborated with team of physicians and technicians to acquire human lunch specimens and ensure proper processing
- Trained and led technicians in cell culture procedures and sample processing

Genomics and Bioinformatics

- Analyzed and interpreted genome-wide methylation, expression array and RNAseq data using R



Format that Aids Content

2-line contacts →

William R. Harper

5801 South University Avenue, 2B | Chicago, IL 60637 | 312-723-2145 | firstprez@uchicago.edu

Education →

EDUCATION

University of Chicago (Chicago, IL): *MA Social Sciences* Expected June 2016

- Relevant Coursework: History of Higher Education; Statistical Methods
- Thesis Project: “Graduate Education at a Crossroads: an Ethnographic Study of Graduate Students”

University of Virginia (Charlottesville, VA): *BA English Language and Literature* June 2012

- Completed second major in Spanish Language and Literature
- Graduated *summa cum laude* with departmental honors in English

Universidad de Sevilla (Seville, Spain) June – July 2010

- Completed 8-week intensive Spanish language institute; additional coursework in Spanish history

Headings →

RESEARCH AND PROJECT MANAGEMENT EXPERIENCE

Department of History, University of Chicago (Chicago, IL) September 2014 – Present

Research Assistant, Emily Osborn

- Identifies and writes summaries of research materials (5-10 articles/book-length works per week)
- Manages MS Excel database of 500+ relevant research items; enters information on new items
- Copy-edits book chapters and advanced drafts of journal articles prior to publication
- Provides regularly progress updates via email; completes as-needed administrative tasks
- Supervises 2 Masters students and 6 undergraduate research assistances on a daily basis

Art Institute of Chicago (Chicago, IL) May 2013 – July 2013

Summer Project Intern

- Collaborated with development team to produce successful NEA exhibition grant application (\$5k funding)
- Attended regular departmental staff meetings; assembled meeting materials

Spacing →

TEACHING AND LEADERSHIP EXPERIENCE

Neighborhood Schools Program, University of Chicago September 2014 – Present

Tutor

- Taught two weekly sections (5 students per section) of second grade math



Format that Aids Content

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Vertical

- Reverse chronological order in each section
- Under each heading, most relevant bullets on top
- More bullets for most recent experiences, fewer for past



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Format that Aids Content



Horizontal

- Most important information on the left
- Compound bullets can get lost
- Strong action verbs should run down the left-hand side:
 - *Managed*
 - *Led*
 - *Developed*
 - *Communicated*
 - *Mentored*

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Education Section

EDUCATION

University of Chicago Chicago, IL

Ph.D., Physical Chemistry (Biophysics) *Expected Graduation: 2014*

- Joan Shiu Award: Elected by my peers on the merits of service to the Chemistry Department
- MRSEC Travel Grant: Awarded to fund travel to present research at national conferences

University of Southern California Los Angeles, CA

B.S., Biochemistry; Minor, German; *Cum Laude 2009*

- Renaissance Scholar: Awarded for scholastic excellence in widely separate fields
- Dr. James E. Slosson Academic Excellence Award: Highest GPA on the varsity Track & Field team

- Top or bottom of page 1
- Include only degree based programs
- Lead with name of university
- Awards/honors including brief explanation
- Relevant course work - 3 max (optional)
- Dissertation title/advisor (optional)
- This section should not exceed $\frac{1}{4}$ of page



Experience Section(s)

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- **Tailored** to each individual job
- Can break up into more **specific sections**
 - “Research Experience”
 - “Project Experience”
 - “Analytical Experience”
 - “Management & Leadership Experience”
 - “Additional Experience”
- Include graduate/postdoc experience
- Lead with name of employer/institution in bold
- “Teaching Experience” not always included



Technical Skills Section

Technical Skills

- **Distributed frameworks:** Hadoop, Spark, GraphLab
- **Programming Languages:** C/C++, SQL, Java
- **Scripting Languages:** Python, Perl
- **Analytics:** R, MATLAB

- Used for some technical jobs
- **Tailored** to each individual job
- Think of logical **sub-categories** that employers will care about
- Make this section **easy to navigate** for HR and hiring managers
- Adjust categories, order of categories, and order of skills with categories for each job



Skills/Interests Section

Skills section - recommended for technical jobs

- Computer skills - highlight most impressive, less common competencies
- Language skills - fluent, conversational, basic

Interests - optional

- Chance to “humanize” yourself
- Make these **specific and unique**
- Use only when space allows
- Can lead to interview conversation
- **One line** maximum



Part II: Writing Effective Bullet Points



Bullet Conventions

Structure

- Begin with a **strong action verb**: led, analyzed, organized, optimized, characterized, etc.
- Avoid passive verbs: assisted, observed, helped, participated
- Try not to repeat same verbs
- Implied **first person**, no pronouns
- Technically fragments, not sentences: no periods at end
- 1 (or 2) lines, never 3

Tense

- Present tense for ongoing experiences
- Past tense for past experiences



P.P.I. Method

Ideal bullet: **What** you did, **Why** you did it, and **So What?**

Project

- Define the problem or question
- What did YOU SPECIFICALLY do to address this?
- Include technical competency if relevant

Purpose

- Key objective or mission must be clear

Impact

- Tangible outcome from your involvement
- Academic: publications, successful grant applications, recognition in popular media
- Business-like: increased revenue, reduced costs, optimized efficiency, innovation, sustained growth



Bullet Point Examples

- Researched and wrote a multi-year, book-length study analyzing trends in music production, successfully meeting multiple overlapping deadlines
- Characterized both structured and unstructured data to build optimized algorithms for automatic speech recognition, leading to a first author publication in the *Journal of the Acoustical Society of America*
- Utilizing Hadoop, created a data-driven app that incorporated customer behavior and market trends, leading to a 27% increase in sales since implementation

Be Specific/Include Quantities

Specificity helps the reader contextualize your experiences

Less Specific...

- Developed new sequencing method
- Taught several history courses

More Specific...

- Developed novel amino acid sequencing method using fluorescent-tagged antibody arrays; published in *Nature Methods*
- Utilized project management skills to transform a 10-week course into a 6-week summer course; redesigned tasks and timelines to ensure objectives were met within time & resource constraints
- Taught 150 undergraduates in 3 newly developed courses, earning a division-wide teaching prize
- Collaborated with 2 research groups at Harvard University to commercialize new technology; filed patent application with U.S. Patent and Trademark Office

Always **Quantify** when possible

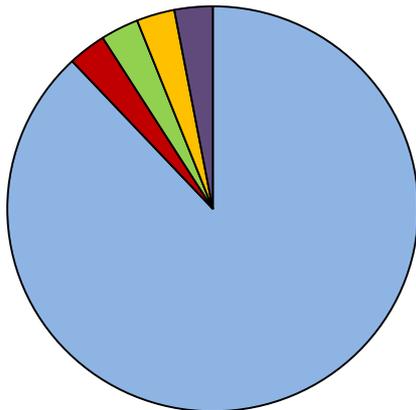
- Dollar amounts - Grants and scholarships awarded, budgets managed
- Percentage changes - Growth, cost reduction, measurable workflow efficiency
- Number of People - Attendees at presentations, students in classes
- Honors and Awards - Specify level of selectivity or prestige



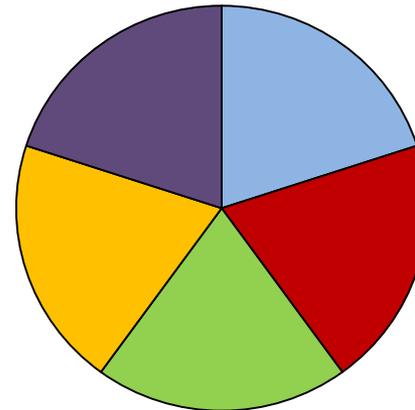
Balance of Content

- Each bullet should represent a **specific and unique** competency
- **Avoid redundancy:** multiple bullets that convey similar technical abilities are unnecessary
- Think about **what each bullet says about you** and your abilities
- **Avoid technical language:** write for multiple audiences
- **The proportion of information included** for each experience DOES NOT need to reflect work responsibilities

Actual



Résumé



Transferrable Skills

- How does what you have done relate to the job of [x]?
- Business job? Think of **the lab as a small business** or your **dissertation/thesis writing process as project management**
- Extracurricular **activities** show management and leadership skills - treat these like other jobs
- Important skills: **communication** (oral and written), **teamwork, leadership**, management, innovation, administration, accounting, **customer service**, organizational skills, general business acumen



Describing Grad Experience

- Include as **Education AND Experience**
- Employer - **The University of Chicago**
 - Department name or laboratory/advisor optional
- Common Titles
 - Graduate Student Researcher
 - Graduate Research Scholar
 - Graduate Researcher
- Transferrable skills
 - **Written communication:** grants, manuscripts, editing
 - **Oral communication:** teaching, seminars, conferences
 - **Project management:** dissertation, archival research
 - **Teamwork:** collaborations, CAS workshops
 - **Leadership:** teaching, mentoring



Part III: Tailoring to Specific Jobs



Tailoring to Specific Jobs

- **Print out** job description and identify specific research competencies, basic research skills, and soft skills
- Pay attention to **listed order** of competencies and qualifications listed
- Begin your bullets with the **same verbs** used in the job ad wherever possible
- Don't overlook **soft skills**. Companies emphasize teamwork, leadership, oral communication, project management, and writing for a reason. Make sure you have bullets that address these competencies too!



Example Job Listing 1 – AIC Research Analyst

As part of a collaborative Prospect Development and Information Strategy team, identifies and evaluates major and principal gift prospects for the Art Institute of Chicago (AIC). Conducts detailed research using on-line databases, in-house data, and other reference sources. Creates written reports compiling and synthesizing this information, and oversees appropriate dissemination and presentation based on audience and situation

Research Skills
and Training

Essential Duties and Responsibilities

- Conduct detailed biographical, business and financial research on individuals and organizations **using on-line databases, in-house data, and other reference sources**. Prepare briefings and other reports synthesizing information as appropriate for a **variety of audiences**.
- Identify potential donors to AIC as new prospects for future research and cultivation. Conduct special prospect identification projects in support of identified priorities and initiatives. **Conduct in-depth analysis** on leadership groups, as well as financial results.
- Develop and maintain an ongoing, collaborative **relationship with Development and related staff**. Develop particular knowledge about AIC and its programs, projects, personnel and initiatives.
- Assist in **training current and new Development and related staff** on understanding and interpreting research products and initiatives.
- Gain and maintain proficiency in the use of commercial databases, free Internet resources, and internal systems. **Assist in maintaining internal systems and products, including contributing to the upkeep of departmental Intranet and other sites**.
- Serve on administrative teams as appointed.

Educational
Qualifications

Soft Skills

Experience, Education, and Licensure

- Master's degree or superior combination of education and experience.
- Experience and references demonstrating scrupulous **accuracy and attention to detail**.
- Proven ability to **prioritize and work independently, responsibly, and meet deadlines**.
- Experience and references demonstrating creative and flexible research skills and ability to **analyze, interpret, summarize and present information effectively**.

Language/Communication Skills

- Ability to **communicate effectively**; exceptional and succinct writing/reporting skills are essential and will be tested.
- Ability to make effective and persuasive presentations to internal and external groups and individuals.
- Excellent interpersonal and relationship building and maintenance skills and ability to function well **within multiple teams**.

Reasoning Ability

- Ability to apply principles of **logical thinking to a wide range of intellectual and practical problems** while maintaining creativity in problem-solving.
- Ability to apply an **ethical code and good judgment, and to handle confidential materials** and situations with sensitivity and discretion.

Example Job Listing 2 - Data Science

Job Description

Uses predictive modeling, statistics, Machine Learning, Data Mining, and other data analysis techniques to collect, explore, and extract insights from structure and unstructured data. Develop software, algorithms and applications to apply mathematics to data, perform large scale experimentation and build data driven apps to translate data into intelligence, solve a variety of business problems and enable business strategy. Assists business with casual inferences & observations with finding patterns, relationships in data. Must possess strong understanding of internal business segment (stakeholders) and possess strong written and communication skills. Typically requires expertise in relational database structures, research methods, machine learning, Cloud based technologies, Big Data technologies (i.e. Hadoop, HBase, Lucene/Solr), analytics packages (i.e. R, Mahout, Matlab, Octave, Weka), scripting languages (i.e. Python, Perl), programming languages (i.e. Java, C/C++, SQL). Typically possesses advanced degree in Computer Science, Mathematics, Machine Learning, Operation Research, and Statistics or equivalent expertise.

Qualifications

What you will be working on

Cutting edge problems in applied AI and ML in one or more of the following areas: computer vision, object detection and localization, speech recognition, natural language processing, recommendation systems, forecasting, and multimodal learning

Developing our Deep Learning framework

Inventing new models that combine unsupervised and supervised learning

Developing new deep learning algorithms to exploit novel distributed processor architectures

Who we are looking for

(PhD, in computer science, electrical engineering or related fields (statistics, applied math, computational neuroscience) and 3+ years experience.

Background in deep learning, machine learning & big data

Experience designing professional software using Python, C++

Drive to solve customers' problems using technical creativity and hard work

Experience with participating and winning Kaggle competitions

Familiarity with details of implementing algorithms on multi-core CPUs, clusters (MPI), GPUs, heterogenous clusters, distributed frameworks (eg. GraphLab, Spark, Hadoop)

Research Skills
and Training

Educational
Qualifications

Soft Skills

Part IV: Career Fair Résumés



Sometimes You Can't Really Tailor

- **Personal Websites**
- **LinkedIn**
- **Networking***
- **Recruiters***
- **Career Fairs**

* Depends on situaion



GRADFair Template: <https://tinyurl.com/y9b7kwhr>

FIRSTNAME_LASTNAME

123 StreetName | Chicago, IL zipcode | 123-456-7890 | email.email@uchicago.edu

EDUCATION

Ph.D. University of Chicago | Chicago, IL | Department of X Expected Month YYYY
Dissertation title (optional)
Named Award (with short description, if applicable)

M.A. University of X (if applicable) | City, State | Department of X Month YYYY

B.A. University of Y | City, State | Department of X Month YYYY
Named Awards (do not include dean's list, or smaller awards—stick with departmental/univ. honors
Phi Beta Kappa, Magna Cum Laude, Summa Cum Laude should be listed

PROFESSIONAL EXPERIENCE (or RESEARCH EXPERIENCE)

Dept. of X, University of Chicago | Chicago, IL Beginning Month YYYY – Present

Doctoral Researcher

- Thing one (follow guidelines in resume guide – use active verbs, highlight quantities/accomplishments)
- Thing Two
- Thing Three
- Thing Four

Lecturer and Teaching Assistant

- Thing one (follow guidelines in resume guide – use active verbs, highlight quantities/accomplishments)
- Thing Two
- Thing Three

X Workshop, Council on Advanced Studies | Chicago, IL BeginningMonth YYYY – EndMonth YYYY

- Thing one (follow guidelines in resume guide – focus on convening, facilitating, planning events)
- Thing Two
- Thing Three

LEADERSHIP EXPERIENCE (this can include student groups, community organizations, etc.)

Organization Name | Chicago, IL BeginningMonth YYYY – EndMonth YYYY

Title

- Thing one (follow guidelines in resume guide)
- Thing Two

ADDITIONAL WORK EXPERIENCE (remember that section titles are flexible: use guide)

Work Experience Organization | Chicago, IL BeginningMonth YYYY – EndMonth YYYY

Title

- Thing one (follow guidelines in resume guide)
- Thing Two
- Thing Three

Work Experience Organization | Chicago, IL BeginningMonth YYYY – EndMonth YYYY

Title

- Thing one (follow guidelines in resume guide)
- Thing Two

SKILLS AND LANGUAGES

Technical: MS Office (including Excel), blogging platforms, coding languages (as applicable), etc.

Languages: Include languages and proficiency levels

Education

- Condense awards into this section
- Make sure *EXPECTED* graduation date is accurate/reasonable

Experience

- Bullets should be broadly applicable to target sectors
- Leadership may not always be emphasized but never hurts

Skills

- May want to expand this section if you are seeking more technical jobs
- Use sub-categories for computational skills if there is a long list

Questions?

tessel@uchicago.edu

Add me on LinkedIn!

Advising Appointments:

Gradgargoyle.uchicago.edu

UCHICAGO GRAD

Helping you navigate your graduate and postdoctoral career

