

# Doctoral/Postdoctoral Specifics

When applying for government jobs, use the resume format suggested by the program and pay close attention to the KSAs

Under your Education section, be clear and concise

PhD, **Maternal and Child Health**, Johns Hopkins Bloomberg School of Public Health, 2003

Is better than

**2003**, PhD in Maternal and Child Health, Johns Hopkins University, Bloomberg School of Public Health at the Johns Hopkins Medical Institutions in the Dept of Population and Family Health Sciences

Include your dissertation title under the education section

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## For Academic Positions

Create a Teaching Experience Section and list your teaching positions (TA, Adjunct, etc.) in this section

If necessary, Include a teaching portfolio when sending your CV. A teaching portfolio may include:

- Statement of Teaching Philosophy
- List of Courses and Sample Syllabi
- Teaching Evaluations
- Letters of Recommendation

Highlight research work and consider how your research work can be adapted for the population that you will be teaching

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When applying for research positions:

Highlight your research work by describing your research in detail (generally using paragraphs)

Use different resumes/CVs for different jobs (i.e. policy research, medical research)

Include a section on research skills including statistical software, research methods/techniques, etc.

Always include postdoctoral experience in your work section as opposed to your education section

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## General Tips:

List both your Hopkins work contact information and your home contact information

Be sure to list grant awards. Include the \$ amount if it is substantial

Do not forget to include publications that are in progress or future presentations that are confirmed