

CVs for Doctoral & Post-Doc Students



Connecting students to global careers!

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CVs



Key Characteristics

RESUME

- Lean toward brevity
 - Usually 1-2 pages
- Position-Driven
- More than one
- Content - all-inclusive
 - summary of experiences and education
- Developed as needed
- Reflects your abilities as working professional
- Goal of a resume...
 - to construct a professional identity

CV

- Lean toward completeness
 - As long as it needs to be
- Exposé of work life
- Only one
- Content – area-specific
 - listing of education and academic background
- Continuous
- Reflects your abilities as a teacher, researcher, and scholar
- Goal of a CV....
 - is to construct a scholarly identity



Key Characteristics

- Appropriate for academia, research, hospitals, and government
- Displays academic credentials and accomplishments in greater detail
- Reverse chronological order
- Dates for education (completion) and experience
- Size 11 or 12 font (keep fonts consistent)
- Use past tense for past accomplishments
- Easy to read format
- No page limit



Sections on the CV

ALWAYS

- Education (always first on the CV)
- Honors and Awards
- Professional Experience (Employment)
- Extracurricular and Volunteer Experience
- Research Interests

OPTIONAL (as needed)

- Objective
- Demographics
- Certifications and Licensure
- Professional Affiliations
- Professional Activities
- Research
- Publications and Presentations (last)
- Added Qualifications



General Set-up for CV

Font size – 12 point	Font style – Times New Roman	1" Margins all around	No graphics
No bullets or asterisks	No underlining	Use bolding and CAPS to have things stand out	Same font throughout (may vary sizing some)
Regular paper (white) is fine	Single sided	Number pages	Full name on every page



Curriculum Vitae – Do's

List ALL of your accomplishments

Use numbers to your advantage

Utilize a variety of action verbs (see Career Planner, page 8)

Emphasize your qualifications, skill sets and accomplishments

Be careful about words that spell check might miss

Make sure your CV leaves the right impression



Questions to ask yourself

Who is my intended audience?

What is my biggest selling piece?

Do I have a position

announcement to refer to?

Did I include a summary statement

of your teaching and/or research interests?



Is there a standard CV format?

- a good CV is one that **emphasizes the points** that are considered to be **most important** in your area of interest and **conforms to standards** within your area of interest
- A good place to start is to find as many examples as possible of CV's by people who have **recently been on the job market**. You can find these by asking doctoral-level **students to have a look at their CV's**, and you can also make use of the Internet to find CV samples

CV samples...

- never should be used as models to be followed in every detail
 - They are sources of strategies for how to present your own information most effectively
- The most effective format for you will be different from someone else because your experience and strengths will be different, and you will thus benefit from formatting adapted specifically to your situation



NO



Academic vs. Industry CVs

Academic

- Exhaustive list of publications and presentations
- Include references & contact info
- Initial screening by PI or search committee
- Hard copy or e-mail
- Designed for the human eye
- Highlight research or teaching
- Grants & Awards more important
- Describe research with more BASIC approach

Industry

- Selected publications and presentations (if too many)
- Send reference only when asked
- Initial screening usually by HR
- Email attachment or online application, NO hard copy or PDF to HR
- Designed for the human eye & keyword search
- Always highlight research
- Skill Sets & Techniques more important
- Describe research with more APPLIED approach



JHSPH CV Template

CURRICULUM VITAE

(YOUR NAME)

PERSONAL DATA

Home Address (optional)

Business Address, Phone, FAX & E-mail

EDUCATION AND TRAINING

Degree/Year Institution and Field

Postdoctoral Training

Medical or Other Licensure

Medical Board or Other Certification

PROFESSIONAL EXPERIENCE

*Position, Dates and Institution beginning
with Current Faculty Position*

Principal Responsibilities

PROFESSIONAL ACTIVITIES

Society Membership and Leadership

Participation on Advisory Panels

Program or Project Development

Consultations

Testimony



JHSPH CV Template

EDITORIAL ACTIVITIES

Peer Review Activities

Editorial Board Membership

Ad Hoc Review of Proposals

HONORS AND AWARDS

Honors

Awards

Named Lectureships

PUBLICATIONS (list separately)

Journal Articles (signifies peer review)

Books or Monographs

Articles and Editorials not peer reviewed

Chapters

Other



JHSPH CV Template

CURRICULUM VITAE

(YOUR NAME)

PART II

TEACHING

Advisees

Name, Degree and Dates

Thesis Title (if applicable)

Preliminary Oral Participation

Final Oral Participation

Classroom Instruction

Title, Course Enrollment (if

Principal Instructor)

Other Significant Teaching

RESEARCH GRANT PARTICIPATION

*Title of Grant, Dates and Sponsoring
Agency*

Principal Investigator and Funding Level

Main Grant Objective

Principal Responsibilities of Individual

University



JHSPH CV Template

ACADEMIC SERVICE

Division and/or Department

School

University

PRESENTATIONS

Scientific Meetings

Invited Seminars

ADDITIONAL INFORMATION

*Personal statement of research and
research objectives*

Keywords (for sorting)



More Depth on CVs - Summary of Qualifications (Be Detailed and Descriptive)

This sounds better

SUMMARY OF QUALIFICATIONS

Over 18 years experience including:

- Providing full-range of nursing care to patients and families of all ages from economically and culturally diverse populations.
- Management in a department serving over 30,000 patients annually.
- Training and supervising over 40 interns; assuming direct responsibility for total patient care; narcotics control, assessment and risk management.

Than this

SUMMARY

Medical specialist

- Duties include primary care of patients
- Member of the IV Team
- Participant in HIV Response Team



More Depth on CVs

Matthew Bloomberg

Contact Information

- can include both personal and business information

*****DO NOT include Social Security #, DOB, age, gender, marital status, race, ethnicity, religion, political affiliation, or picture.*****

- Professional, Vocational or Research Objective (if applicable)

- Summary of Qualifications

- Professional Licenses or Certifications (if applicable)

Education and Training

- Should appear in reverse chronological order, starting with most recent
- Should include Post Graduate, Graduate and Undergraduate Degrees
- List degree, concentration (if applicable), school name, location

PERSONAL DATA

Home Address
1421 South Patterson Ave.
Baltimore, MD 21203
(410) 555-5555
Email: mbloom@yahoo.com

Office Address
The Johns Hopkins University
Bloomberg School of Public Health
615 N. Wolfe Street
Baltimore, MD 21205
Office: 410-614-1000
Fax: 410-614-1001
Email: mbloomer@jhsph.edu

PROFESSIONAL/RESEARCH OBJECTIVE

Seeking professional position...

SUMMARY OF QUALIFICATIONS

PROFESSIONAL LICENSES/CERTIFICATIONS

EDUCATION

Expected May 2010 **Doctor of Philosophy (Ph.D.)** in International Health,
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
Dissertation: Controlling the AIDS Epidemic: A Nutrition Viewpoint

May 2002 **Master of Science** in Human Nutrition, University of Waterloo, Ontario, Canada
Thesis: The Effect of Nutritional Status on the Development of Mental Health Issues

May 2000 **Bachelor of Science**, Computational Theory, Our Lady of the Holy Cross College,
New Delhi, India

SCHOLARSHIPS

Jun. – Aug. 2008 **International Scholar**- Minority Global Health Disparities Research Training
Program, Johns Hopkins Bloomberg School of Public Health

Aug. 2007-present **Sommer Scholar**, Johns Hopkins Bloomberg School of Public Health

Aug. 2002- Jun. 2007 **Public Health Training Grant (Full Tuition)**, Centers for Disease Control

PROFESSIONAL EXPERIENCE

2006 – Present **Research Assistant**, International Health Department
Johns Hopkins Bloomberg School of Public Health, Baltimore, MD
Conducted epidemiologic and statistical analyses involving studies on sexually transmitted disease risk factors/outcomes, infant mortality, and socioeconomic status. Completed multivariate and survival analysis, multi-level analysis, and mapping.

July 2002 – Sept. 2004 **Associate**, MAMSI, Health Finance and Policy Division, Bethesda, MD
Researched and wrote reports relating to current health policy issues. Developed a financial model used to explore rising healthcare costs. Corresponded with legislators regarding health care legislation and regulations.

Tip: Usually, the traditional format is to have dates on a CV going down the left margin to distinguish a difference from resumes. However, some CVs have them on the right margin.



More Depth – Prof. Experience

Professional Experience

- Includes all positions held
 - Can include either detailed, limited or no information about the duties and responsibilities
- Use bulleted list to indicate unique skills and responsibilities
- Use a concise style with “no” personal pronouns
- Use action verbs which describe what you have done

PROFESSIONAL EXPERIENCE

2006 – Present

Research Assistant, International Health Department Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

- Conducted epidemiologic and statistical analyses involving studies on sexually transmitted disease risk factors/outcomes, infant mortality, and socioeconomic status
- Completed multivariate and survival analysis, multi-level analysis, and mapping.

2002 – 2004

Associate, MAMSI, Health Finance and Policy Division, Bethesda, MD

- Researched and wrote reports relating to current health policy issues
- Developed a financial model used to explore rising healthcare costs
- Corresponded with legislators regarding health care legislation and regulations



More Depth – Prof. Activities

Professional Activities

- Includes professionally oriented experience not directly related to a particular job duty

Additionally, these professional activities can be further categorized as:

- Related Extracurricular Activities
- Community Involvement
- Academic or Professional Presentations

PROFESSIONAL ACTIVITIES

Spring 2009

Organizer for the invited session "Statistical Methodology for Cancer Epidemiology" of 2009 Biometrics Society Spring Meeting (Eastern American Region)

Winter 2009

Invited lecturer for the workshop on "Design and Statistical Analysis of Cohort Studies," held at the Institute of Biomedical Sciences, Washington, DC

Fall 2008

Panelist, "Estimating Functions: Overview and Biostatistics Applications" of the Biometrics Society Spring Meeting (Mid-Atlantic Region)

Summer 2008

Discussant for the invited session "Recent Development on Conditional and Marginal Inference" at Joint Statistical Meeting.



More Areas to Include

Professional and Association Memberships

Editorial Activities

Educational or Professional Honors or Awards

Volunteer Experience

Technical and Specialized Skills such as Computer Programming, Laboratory Instrumentation, Statistical Analysis, etc.

Interests - Future Academic or Professional Goals

Travel / Exposure to Cultural Experiences

Foreign Language Skills

Additional Information that May Support Objective or Qualifications



Doctoral/Postdoctoral Specifics

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



Doctoral/Postdoctoral Specifics

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

When applying for government jobs

- use the resume format suggested by the program and pay close attention to the KSAs



Doctoral/Postdoctoral Specifics

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



References

References

- Title (centered on top of page)
- Name
- Position/Title
- Agency/School/Company
- Work address and phone number
- Email address
- List three to five professional references that can speak about your work values and ethics
- If a certain number of references is specified, provide that exact number

Dr. John Bloomberg, PhD
Director, Health Economics Program; Director, Center for American Health;
Professor, International Health
Department of International Health
The Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Baltimore, MD 21205
Phone: 410-955-1111
Email: jbloombe@jhsph.edu

Dr. Jackie Daras, Ph.D., M.A.S., M.A.
Assistant Scientist, Faculty
Department of Population, Family, and Reproductive Health
The Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe St., Baltimore, MD 21205
Phone: 443-687-9889
Email: jdaras@jhsph.edu

Dr. Michelle Morris, MD
Professor
Department of Adolescent Health
Columbia Medical College
212 Main St., Easton, CT 06030
Phone: 203-621-9243
Email: m_morris@cmc.edu

Tip: Generally a filler line on the resume. You should have a separate sheet listing your references.



International CVs

- Each country may have different formats for acceptable CVs
- Find out what format is accepted in each country
 - See “Going Global Country Career Guide”
(<http://going.global.com>)
- Some European countries use keywords
- Some countries have specific length requirements



International CVs (continued)

DESIGN

- While there is no ideal layout for a CV, it should be neatly typed and presentable
- Strike a balance between creative design and content
- Avoid unusual fonts
- Keep margins within standard parameters so that materials can be easily read
- Use fine resolution if you must send a CV by fax
- Good quality plain white or off-white paper and black ink are photocopier and fax-friendly



International CVs (continued)

PERSONAL DATA

- Information such as marital status, age, sex, and nationality are expected in many countries
 - International employers are under different legal constraints regarding the information they request from potential job candidates
 - the potential employer can ultimately decide what is relevant
- If you do not provide the required information, you run the risk of being eliminated from the pool of applicants*
- Your CV should include any and all information that is likely to influence the decision to further your application
 - For example, nationality often has a direct impact on whether the candidate will be allowed to work overseas.
 - For better or worse, most employers use a profile of their ideal employee as a basis for arranging candidate interviews.



International CVs (continued)

WORK HISTORY

- The work history section is the central aspect of every CV
- Include geographical locations to demonstrate your ability to adjust to new environments
- Employers want to judge the breadth of your experience by evaluating where and when it was gained
- Traditionally, you should summarize each job in reverse chronological order, giving employer name, job title, start/end dates and a description of duties
- Focus on the most recent five years -- anything prior to that can be dealt with briefly individually or summarized into paragraphs

http://www.quintcareers.com/culturally_competent_resume.html



International CVs (continued)

EDUCATIONAL HISTORY

- With the exception of recent graduates whose academic qualifications are their primary asset, general education information should be summarized toward the end of the CV
- However, relevant professional education should be mentioned prominently on the first page
- Similarly, if you attended an internationally recognizable university, you should highlight it sooner rather than later
- Prioritize and assess the value of content in your document
- When forwarding a CV to a potential employer, include copies of all certificates, and transcripts

http://www.quintcareers.com/culturally_competent_resume.html



International CVs (continued)

OTHER INFORMATION

- Include all other relevant information such as visa status, language proficiency, cross-cultural training, or international experience
- International employers often refer to references as "referees" and cover letters as "covering letters."
- Cover letters should include an objective statement -- a concise statement of what the candidate has to offer and what he or she is looking for
- From this information, the employer can easily decide whether to consider the attached CV.
- Avoid long and rambling cover letters
- The cover letter is also a good place to address salary requirements (if requested by the employer)

http://www.quintcareers.com/culturally_competent_resume.html



Additional Resources

- The *Chronicle of Higher Education's* job site features an area called "First Time on the Market?" may be helpful
 - (<http://chronicle.com/section/First-Time-on-the-Market-/146/>)
- *The Curriculum Vitae Handbook* by Rebecca Anthony and Gerald Roe (Rudi Publishing: Iowa City, 1994) includes sample CV's for various disciplines and tips for how to write CV's in various contexts.
 - (<http://www.amazon.com/Curriculum-Vitae-Handbook-Present-Academic/dp/0945213263>)
- *The Academic Job Search Handbook* (3rd Edition), by Mary Morris Heiberger and Julia Miller Vick (who are the author's of the *Chronicle's* "CV Doctor" column) also provides sample cover letters and CV's
 - (<http://www.amazon.com/Academic-Job-Search-Handbook-3rd/dp/0812217780>)



Web Resources for CV Writing

- ***The Basics of Science CV's*** (Chronicle of Higher Education)
 - <http://chronicle.com/article/The-Basics-of-Science-CV-s/46275>
- **How to Write a Statement of Teaching Philosophy** (Chronicle of Higher Education)
 - <http://chronicle.com/article/How-to-Write-a-Statement-of/45133/>
- **CV's for European countries**
 - http://www.cvtips.com/EU_CV_Format.html
- **AAAS Science Careers Magazine** (ScienceCareers.org)
 - http://sciencecareers.sciencemag.org/career_magazine
- **How to Craft a Winning Resume and CV** (ScienceCareers.org):
 - http://sciencecareers.sciencemag.org/career_development/tools_resources/how_to_guides/how_to_craft_a_winning_resume



COVER LETTERS



Industry vs. Academic Letters

Business/Industry Cover Letters

Self-promotion expected
May include bulleted lists
Stresses skills
Often required
Important role in
application package

Academic Cover Letters

More conservative language
No bullets or organizational
formatting
Stresses research/teaching 'fit'
Always required
Critical role in application package



Cover Letters - Overview

- Compliments your curriculum vitae (CV)
- Introduce yourself as a competitive candidate
- Directs readers attention to the most relevant aspects of your CV
- Highlight connections
- Entice the reader to carefully examine your application
- GOAL OF COVER LETTER & CV....

to secure an interview!!!



Cover Letters – How to prepare

Factors to consider before you draft your cover letter --- DO YOUR HOMEWORK!!

- Pay close attention to what the ad says and how it's written
 - What is the focus? Research, teaching, teaching/research, etc.?
- Aside from what's stated in the ad, what do you know about the institution?
 - i.e. mission, faculty members, key research, etc? How big is the department and to what extent do you need to translate the significance of your work?
- Is it a new position or are they replacing someone? Why is the position of interest to you?
- Is it a joint or multidisciplinary appointment?
- What potential positive contributions can you make?
- What are your strongest skill sets and qualities?
- Be creative, describe how you make use with limited funds



Cover Letters

- Serves as an introduction – 1st impression
 - An important part of your professional image
- Writing sample
 - Demonstrates your ability to communicate in writing and organize your thoughts in a clear manner
- Expands on your skills & experience with a bit of personal touch
 - It goes beyond the skills and abilities and adds confidence to your presentation

All “the nice things Mom would say about you!”



Starting off

- Your return address should be at the top of the page
- The date will appear two lines below the return address
 - Make sure to write out the date; don't abbreviate.
- Include the direct contact for the position (name and title and address) two lines beneath the date
- The salutation will fall two lines below the addressee information
- Begin with "Dear Dr. " followed by the person's last name



Introduction – 1st part

This part of the cover letter introduces you to the reader.

- State your purpose, and name the specific position or type of work for which you are applying.
- If you are responding to an advertisement, state the name of the publication where you found the ad.
- State referrals and connections (especially if well respected or widely identified as expert)
- The first paragraph must attract enough attention to make the employer want to read on. This is definitely no time for drabness.
- Show that you've done your homework



Introduction – 1st part

Examples

I am glad to have the opportunity to apply for the faculty position in the Department of Biology advertised in The Chronicle of Higher Education. My current postdoctoral work at Johns Hopkins in the lab of *[Principal Investigator]*... I believe this work would be an excellent fit with your search for a specialist in ...*[academic discipline]*. During both my graduate and postdoctoral work, I have developed extensive experience ... *[area of expertise]*. In addition, my graduate work centered on ...

I am writing to apply for the open position for a biochemist at the Assistant Professor level. I am currently a postdoctoral fellow at *[institution]*. I received my PhD in Molecular and Cell Biology *[university and grad date]*. My dissertation research was conducted ... I have a Bachelor of Biology from *[university]*, where I did undergraduate research in ...

I am responding to your advertisement for a faculty position in the Department of Urology at Johns Hopkins University. I am presently a Post-Doctoral Fellow studying with ... *[Principal Investigator]*. My work is in the area of ...

I am responding to your advertisement in Science for an assistant professor position in the Department of Pharmacology at ... I am a post-doctoral fellow working in *[Principal Investigator]*'s laboratory in the ... My main interest is understanding the... As a postdoctoral fellow at *[university]*..., I studied... This sparked my interest in... to join Dr. *[Principal Investigator]* in order to gain expert training in this area. Recently, I have been studying the...



Body – 2nd part

This part of the cover letter is where to start your “Sales Pitch about YOU!!!”

- Covers central theme of why you should be interviewed
- Summarize important research accomplishments
- Briefly describe research plans
- Briefly describe teaching or clinical experience (if necessary)
- Communicate the way in which you can be of value & benefit
 - Help to make the connection
- Specifically discuss how your skills meet the requirements of the position
 - “You want this...I have this”



Body – 2nd part

Examples (the “I”s have it!)

- I am particularly interested in a faculty position since it is my long-standing passion to become an integral part of
- Throughout my training I sought after multiple teaching opportunities, such as the
- In short, I believe I have the capabilities to apply my expertise to the field of
- It is within this multi-disciplinary research environment where my training as a
- I am looking to continue my work in
- I believe my interests and skills will nicely complement the department's current laboratories
- For the past two years, I have been mentoring an undergraduate at Johns Hopkins University who has become fluent in these techniques, and I believe this project is an ideal fit with the philosophy of student-centered research



Good:

“I am deeply committed to teaching and fostering undergraduate involvement.”



Good:

“I am deeply committed to teaching and fostering undergraduate involvement.”

Better:

“...I have already had the pleasure of mentoring several undergraduate students in this research and have seen that it is ideal for young scientists. *Arabidopsis* is an easy organism to work with...and simple assays in guard cell signaling can yield significant and exciting results. Students are particularly drawn to the human interest of the research...”



Closing – 3rd part

This final part of the cover letter changes from what you want to what you will do next.

- Keep this paragraph short
- Here you should state the information you have included in your packet
- Offer to provide any additional information for your application
- Provide specific information on how you can be reached
 - Phone number and email address (maybe mailing address)
- Finally, thank the individual and mention that you are looking forward to meeting
- Don't forget to sign the document



Follow-up

Here are some closing statements:

- I believe my skills and work experience would...
- I would like to meet with you and will call to set up an appointment at your convenience.
- Thank you for your time and consideration; I hope to hear from you soon.
- You will find my CV enclosed. I look forward to discussing my experience and qualifications with you...
- I will speak with you further and will call the week of _____ to follow up.
- I am currently funded by a Department of Defense Post-Doctoral Award, and am working on a number of manuscripts which I would be willing to provide upon completion. In addition, I can provide letters of recommendation, potential research proposals, and proof of my U.S. citizenship at your request. Thank you for your' consideration. I look forward to hearing from you.



General Tips

- Tailor it to the position
- Convey interest
- Proofread!
- Keep copies: create & save different versions
- Read job descriptions carefully
- Use 11-pt or 12-pt, legible fonts
- Keep standard margins
- Keep length to 1-2 pages
- Use institutional letterhead
- Address letter to search committee chair
 - Dear Dr. Jones: (best)
 - Dear Committee Members: (okay)



Resources

- Scripps Research Postdoctoral Services Office Website:
- Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty (BWF, HHMI)
<http://www.hhmi.org/resources/labmanagement/>

