

## OITE CAREER SERVICES

# Guide to Résumés & Curricula Vitae



### DISCLAIMER

*This guide is to be used as a general overview and cannot take each reader's own unique experiences into account. It is intended to be used as a starting point for more in-depth discussions with mentors, career counselors, and others in your network. Please bear in mind that, in actuality, there are very few rules and many different opinions regarding CVs and résumés.*



National Institutes of Health

## What's the Difference Between a Curriculum Vitae (CV) and a Résumé?

In the United States, a résumé is a snapshot of what you have to offer an organization or company; in contrast, a CV is a document that details your entire academic and work history.

Both are used as the first step in obtaining an interview.

### PURPOSE

A resume is a targeted marketing tool specific to the job for which you are applying. It is generally more compact and focused on work experience.

A CV is an on-going academic and work history used if you are seeking employment within the academic or research communities.

### CONTENT

A resume should be succinct and relevant to a specific reader or position.

A CV is a continually evolving document; it may include a wide variety of experiences and accomplishments

### LENGTH

A resume should always be one to two pages, while a CV's length is virtually unlimited (although it should remain focused).

### USE

Use a CV when applying to: faculty and/or research-intensive positions, and for fellowships, grants or awards.

Use a resume for everything else, unless specifically noted.

## Overall Look

Your résumé and CV should highlight the skills, talents, and experience that make you an excellent fit for the position to which you are applying. On average, employers spend 30 seconds or less reviewing a résumé. Therefore, it is essential that all of your documents have a clean, readable, and easy to follow format.

### Length

**Résumé:** In general, you **can** have a longer résumé—as long as the content is substantive. (If you have a multiple-page résumé, you need to put your name and “Page 2” or “Page Two” on the second and subsequent pages). As a general rule of thumb, you may add a second page to your résumé for every seven years of experience.

**CV:** Virtually unlimited, but should remain focused.

### Format

**CV & Résumé:** Your CV & résumé should have a clean, balanced, consistent, and professional look. Do not feel limited to the margins a computer program gives you, the résumé you used to have, or the layout that other people use. Because your background/experience is unique, your documents can be too. That said, a traditional reverse chronological format, where you account for each year of work, is preferred for résumés. CVs may be listed in either chronological or reverse chronological order.

A few key points of consideration:

- » **Be consistent!**
- » **Templates:** In general, avoid using templates. Work to create a format that best displays your individual accomplishments, skills, and experiences.
- » **Margins:** Should never be less than 0.5 inches or greater than 1 inch.
- » **Font:** Use professional typefaces (fonts) such as Times New Roman, Palatino, Cambria, Helvetica, Arial, or Calibri. Use recommended font point sizes: 10-12 for body text, 10-14 points for headers, and 18-21 points for your name, which should be the largest text on the page.
- » **Paper:** Use 8.5 x 11 inch white or off-white paper, and only print on the front side.
- » **Hyperlinks:** Do NOT hyperlink anything on your résumé, including your e-mail address.
- » **Graphics:** Do NOT include any graphics, borders, tables, or shading. (Exception if you are applying to graphic design/arts/marketing positions.)

## Order Your Sections According to Your Audience

For both your CV and your résumé, it is critical that you consider the audience for each document and order your sections accordingly.

For example, if you are applying for a faculty position at a small college, you will want to list your teaching experience first and your research experience second.

The reverse would be true if you were applying to a research-intensive university. Try to lead with your strongest attributes for each role.

## Categories and Content

Remember, your résumé is a marketing tool used for a specific position. Many people have more than one résumé depending on the types of positions they are seeking. You can target your résumé in many ways, such as using different categories and changing some of the entries, especially in the categories outside of the work/professional section. If you have gaps in your work history, you cannot change that. However, you don't want to take entries out that will create major gaps. You use different résumés. You should maintain a comprehensive "Master Résumé" of all your experiences for your own records, which can double as your CV.

### Sections of a Résumé

You don't have to include everything you've ever done on each résumé. However, now is not the time to be modest. In addition to the required Education and Professional Experience/Work Experience categories, you can include other sections. Volunteer and other unpaid experiences can be just as important to include as paid jobs. Use the best approach for you based on your experience and the position you want.

In addition to "Contact Information," "Education," and "Professional/Work Experience," you should consider naming sections to be responsive to the job description, e.g., Project Management Experience, Community Service, etc. Include some of these optional sections if space allows:

- |   |                                   |
|---|-----------------------------------|
| » Qualifications Summary/<br>Professional Profile | » Volunteer Activities            |
| » Industry-Specific Information                   | » Skills (Language and Technical) |
| » Service/Leadership Activities                   | » Training and Certifications     |
| » Professional Affiliations/Associations          | » Select Publications/Patents     |
| » Honors and Awards                               | » Select Presentations            |

Each section on your résumé, will have short phrases and descriptors to highlight your work and accomplishments under your job titles, such as Postbac, Graduate Student, Postdoc, Visiting Fellow, etc.

### Sections of a CV

In addition to "Contact Information," "Education," and "Research Experience," you could include an exhaustive list of relevant sections. Here are some commonly used sections of a CV:

- |                                 |  |
|---------------------------------|--|
| » Grants Funded                 | » Professional Affiliations/Associations |
| » Clinical Certifications       | » Invited Presentations/Seminars         |
| » Teaching/Mentoring Positions  | » Poster Presentations                   |
| » Service/Leadership Activities | » Patents                                |
| » Assistantships/Fellowships    | » Complete List of Publications          |

Many academic search committees may solely focus on your institution and your advisor, so it is often not necessary to create detailed bullets for each section on your CV.

## Utilize the "PAR" Framework to Form Bullet Points

### PROBLEMS

What **problems** did I encounter in my job?

### ACTIONS

What **actions** did I take to solve the problem (that will demonstrate the functional skills or industry knowledge the employer wants)?

### RESULTS

What were the quantifiable **results** from those actions which benefited the research group, department or institution?

### Examples:

- Generated \$300,000 in additional grant funding for organization's research efforts
- Improved the overall yield from 5% to 33% by telescoping steps and improving the final crystallization
- Reduced costs of expression by 40% through implementing new protocols

## Developing Effective Bullets for a Résumé

In general, you should include a description under each position listed on your résumé (especially in your "Experience" section) to describe your specific responsibilities and accomplishments. The guidance below focuses on developing effective bullets for your experience section, but these principles can also be applied to additional sections of your résumé.

### Make your accomplishments relevant to your audience.

Your "Experience" section needs to be focused on illustrating to the employer that you have the specific functional skills and expertise to help them solve their needs or accomplish their mission.

### Begin bullets with strong action verbs.

Bullets should be designed for maximum impact on the reader and should be consistent in focus. If you are currently doing such activities, you should use present tense verbs. Verbs should be in the past tense for anything done in the past or any fully completed tasks at a current job. For a list of strong verbs, please see page 7. Emphasize accomplishments rather than efforts/Thus "identified" is better than "investigated".

### Avoid any descriptions beginning with generic statements such as "Responsible for" or "Duties included."

Think about the skills required at the job that you want. Indicate (honestly) where you have demonstrated these skills throughout your experiences. Be concise; always think about what is relevant and what message each item is communicating.

### Quantify whenever possible if it will enhance the description.

Doing so can provide a context and scope for the skill involved. The quantifiable effect you had on the company or organization will differentiate you from others who may have held the same type of job. Think....can you provide context for your accomplishments by using amounts (e.g., budget size, number of pages/reports written/articles published), numbers of people, levels of people (e.g., corporate executives, board members, military leaders, interdepartmental teams, or how often you did something? Provide tangible examples which your audience can easily understand. Use as much quantitative information as possible to support your achievements.

### Be specific.

Avoid simply reporting, "Assisted in program evaluations for the organization." Instead, use a quantifiable amount, such as "Completed nine program evaluations as a member of team with senior staff." Be sure to spell out all numbers smaller than ten.

**While quantitative information is essential in the résumé, you must still succinctly and carefully describe what activities transpired.**

## Accomplishment Memory Joggers

If you have trouble developing content for your bullet points, use the following memory joggers to help you recall your accomplishments:

Did you identify any problems or challenges? Did you resolve or minimize any problems?

Did you introduce a technical innovation that was adopted?

Did you create any original works: reports, brochures, newsletters, guides, manuals, proposals, contracts, etc.?

Did you target a need for a product, service, plan, program, system, method, procedure, technique?

Did you produce results or reports whose recommendations were well received by management or your PI, and whose suggestions were incorporated into their future planning?

Did you reduce liability for an organization by suggesting safety improvement, improved security, etc.?

Did you develop or design a new program, plan, service, product, process, project, system method, strategy, etc.?

Did you improve (redesign, streamline or reorganize), administer or implement any projects, plans, programs, processes, services, products, etc.?

Did you improve employee relations or boost morale?

Did you facilitate or improve communication among employees, with clients, or with the community?

Did you train, present or impart knowledge to management, staff, mentees, undergrads, postbacs?

Did you reduce costs, waste, time or effort?

Did you collaborate/liaise with others? Were you a contributing team member?

Did you formulate or participate in formulating any management decisions, policies, goals, etc.?

Did you make any recommendations that saved money, made money, increased efficiency or productivity?

Did you open or establish a new office, department branch, facility?

Did you improve quality or standards for hiring, products, services?

Did you utilize your communication skills with various audiences during poster presentations?

Did you successfully collaborate on a group project?

## Final DOs and DON'Ts

**DO** have at least one other detail-oriented person review your résumé or CV. And remember, these documents are intended to help you get an interview, which is the vehicle for getting a job.

**DO** ask your mentor for advice on your CV as each discipline has its own standards for content, style and format.

**DO** use keywords from the position description within your résumé.

In the United States, **DO NOT** include the following on your résumé or CV:

- Photo
- Marital Status
- Parental Status
- City/Country of Birth
- Salary Requirements
- Social Security Number
- Height/Weight/  
Physical Description
- Birth date
- Reasons for Leaving  
Previous Employers
- References (or even state:  
“References Available Upon  
Request”)
- Personal Pronouns like  
“I” or “my”
- Citizenship\*

*\*Note: Work Authorization (Green Card, Permanent Resident, etc.) can be useful*

## Frequently Asked Questions (FAQs):

- Q:** *An employer requested a CV within a job ad, but it is not a faculty opening. Should I send a résumé or a CV?*
- A:** Résumé. The term “CV” is sometimes generically used to refer to any kind of qualifications document. When in doubt, check with the hiring manager or OITE.
- Q:** *Should I list my current advisor as a reference if we don’t have a very good relationship?*
- A:** No; however, be prepared that a prospective employer still may contact that person. NOTE: Not listing your current advisor could be problematic for your academic job search.
- Q:** *Should I list presentations I’ve given in lab meetings? What about departmental presentations?*
- A:** Lab meeting presentations: no; department-wide, Institute-wide: yes. Note: For résumés, only list talks of relevance.
- Q:** *Where should I list my postdoctoral experience? Under “Education,” “Research Experience,” or both?*
- A:** You should not be redundant on either a CV or a résumé, so only list it once under your “Research Experience” section.
- Q:** *I am on an H1-B. Should I list my visa status on my résumé?*
- A:** This is a personal decision; however, it is probably wise to wait until the interview stage to disclose your status, simply because it gives the employer an opportunity to review your credentials without considering sponsorship requirements.
- Q:** *Is an objective statement required on a résumé?*
- A:** No. A Qualifications Summary can be a good alternative to help demonstrate focus and specific skills/experiences, but make sure this is concise and tailored for each position. A qualifications summary is a concise, bulleted list of your skills, abilities, competencies, education and training relevant to the position you are applying to; this is often found as the first section on a résumé.
- Q:** *Should I list organizations I’ve been involved with that would reveal my religious affiliation or political affiliation?*
- A:** This is a personal decision—but be aware that it may introduce bias, depending on the point of view of the reader. Generally speaking, it is best not to include such information, unless you would not be interested in working in a place that would discriminate against a particular value, belief or orientation you hold.

## Sample Action Verb List

### TECHNICAL SKILLS

Adapted	Fortified	Standardized
Applied	Installed	Studied
Assembled	Maintained	Upgraded
Built	Operated	Utilized
Calculated	Overhauled	
Compared	Printed	
Conserved	Programmed	
Constructed	Rectified	
Converted	Regulated	
Debugged	Remodeled	
Designed	Repaired	
Determined	Replaced	
Developed	Restored	
Engineered	Solved	
Fabricated	Specialized	

### RESEARCH SKILLS

Analyzed	Experiment-ed	Measured
Clarified	Explored	Organized
Collected	Extracted	Researched
Compared	Formulated	Reviewed
Conducted	Gathered	Searched
Critiqued	Identified	Solved
Detected	Inspected	Summarized
Determined	Interviewed	Surveyed
Diagnosed	Invented	Systematized
Evaluated	Investigated	Tested
Examined	Located	

### TEACHING SKILLS

Adapted	Critiqued	Focused
Advised	Developed	Guided
Clarified	Enabled	Individualized
Coached	Encouraged	Instilled
Conducted	Evaluated	Stimulated
Coordinated	Facilitated	Trained

### MANAGEMENT/LEADERSHIP SKILLS

Administered	Generated	Presided
Analyzed	Handled	Prioritized
Appointed	Headed	Produced
Approved	Hired	Recommended
Assigned	Hosted	Reorganized
Attained	Improved	Replaced
Authorized	Incorporated	Restored
Chaired	Increased	Reviewed
Considered	Initiated	Scheduled
Consolidated	Inspected	Secured
Contracted	Instituted	Selected
Controlled	Led	Streamlined
Converted	Managed	Strengthened
Coordinated	Merged	Supervised
Decided	Motivated	Terminated
Eliminated	Navigated	
Emphasized	Organized	
Enforced	Originated	
Enhanced	Overhauled	
Established	Oversaw	
Executed	Planned	

### ORGANIZATIONAL SKILLS

Approved	Incorporated	Reserved
Arranged	Inspected	Responded
Cataloged	Logged	Reviewed
Categorized	Maintained	Routed
Charted	Monitored	Scheduled
Classified	Obtained	Screened
Coded	Operated	Set Up
Collected	Ordered	Submitted
Corrected	Organized	Supplied
Corresponded	Prepared	Standardized
Distributed	Processed	Systematized
Executed	Provided	Updated
Filed	Purchased	Validated
Generated	Recorded	Verified
Implemented	Registered	

(continued)

## Sample Action Verb List

### COMMUNICATION/PEOPLE SKILLS

Accounted	Debated	Observed
Addresses	Defined	Outlined
Advertised	Demonstrated	Participated
Advised	Described	Persuaded
Arbitrated	Developed	Presented
Articulated	Directed	Promoted
Assisted	Disciplined	Proposed
Authored	Incorporated	Publicized
Clarified	Influenced	Reconciled
Coached	Interacted	Recruited
Collaborated	Interpreted	Referred
Communicated	Interviewed	Reinforced
Composed	Involved	Reported
Condensed	Joined	Resolved
Conferred	Judged	Responded
Consulted	Lectured	
Contacted	Listened	
Conveyed	Marketed	
Convinced	Mediated	
Corresponded	Moderated	
Counseled	Negotiated	

### DATA/FINANCIAL SKILLS

Accounted	Computed	Planned
Administered	Conserved	Prepared
Adjusted	Consolidated	Programmed
Allocated	Corrected	Projected
Analyzed	Determined	Published
Appraised	Developed	Qualified
Articulated	Entered	Reconciled
Assessed	Estimated	Reduced
Audited	Filed	Researched
Authorized	Financed	Retrieved
Balanced	Forecasted	Summarized
Budgeted	Logged	Tabulated
Calculated	Managed	Transmitted
Chartered	Marketed	Typed
Classified	Measured	
Compared	Netted	

### HELPING SKILLS

Adapted	Demonstrated	Prevented
Advocated	Diagnosed	Provided
Aided	Educated	Referred
Answered	Encouraged	Rehabilitated
Arranged	Ensured	Represented
Assessed	Expedited	Resolved
Assisted	Facilitated	Simplified
Cared for	Familiarized	Supplied
Clarified	Furthered	Supported
Coached	Guided	Volunteered
Collaborated	Helped	
Contributed	Insured	
Cooperated	Intervened	
Counseled	Motivated	

### CREATIVE SKILLS

Acted	Drew	Originated
Adapted	Entertained	Performed
Began	Established	Photographed
Combined	Fashioned	Planned
Composed	Formulated	Revised
Conceptualized	Founded	Revitalized
Condensed	Illustrated	Shaped
Created	Initiated	Solved
Customized	Instituted	
Designed	Integrated	
Developed	Introduced	
Directed	Invented	
Displayed	Modeled	

# Résumé Sample: Postdoc Applying to Industry

## CONTENT NOTES

Run spellcheck to avoid spelling errors!

This is a common section for resumes, especially those geared for positions in industry

Relevant Coursework is an *optional* section, which it is not often used for higher level positions

For each entry under "Experience," include the name of the organization, position title, location, dates, and describe responsibilities and accomplishments

Always start bullets with strong verbs

List computer programs and/or technical skills that you possess

You may also list professional development activities and relevant trainings you have attended

Remove hyperlinks!

## PAT RYLEE

123 First Street Alexandria, VA 20000  
Tel: (123) 456-7890 Email: pr@email.com

### SUMMARY OF QUALIFICATIONS

*Biostatistician with over five years of experience in the field and expertise/skills in:*

- Leading and managing complex, high-level research projects
- Adept at demonstrating proficiency in lab techniques
- Maintain Top Secret/SCI with CI Polygraph (Active)

### EDUCATION

**Johns Hopkins University**, Baltimore, MD

*PhD*, Biostatistics, May 2010

Concentration in Epidemiology

Relevant Coursework: Advanced Regression/Program Evaluation Methods, Management, Advanced Statistical Models, Comparative Biostats Processes

Thesis: *Determining High-Risk Candidates for Epidemiological Measures*

**Lynchburg College**, Westover Honors Program, Lynchburg, VA

*Bachelor of Arts in Economics and International Relations*, May 2007

Magna Cum Laude (3.71), AmeriCorps Scholarship Award

Theses: *The Impact of Futures Prices on the Net Income of the Exxon Corporation* and *Hate, Hegemony and Hooliganism: The Rise of Far-Right Extremism in Great Britain*

### EXPERIENCE

*National Institutes of Health, National Institute National Cancer Institute* ..... Frederick, MD

**Postdoctoral Research Fellow** ..... May 2010-present

- Develop methods to identify type IV secretion effectors with the aim of elucidating the role these molecules play in host-microbe interaction
- Conduct an epidemiological survey to determine overall burden and effects of cancer pathogens on population health, specifically in rural areas
- Present result findings at lab and institute-wide meetings to discuss research efforts
- Assess compliance and efficacy under primary research aims in conjunction with mentor

*Booz Allen Hamilton* ..... McLean, VA

**Community of Professional Intelligence Analysts Intern** ..... June-August 2009

- Researched and wrote fact sheets on terrorist groups for U.S. Department of Homeland Security, local government, and public safety groups
- Conducted open source research on foreign politicians for Defense Intelligence Agency network analysis project
- Assessed current Russian economic capacity and projected likelihood of preemptive action in Arctic for J2 Joint Staff Intelligence threat assessment project
- Briefed clients and corporate partners on Arctic project findings and recommendations

*Edward Jones Investments* ..... Alexandria, VA

**Financial Advisor** ..... July 2007-January 2008

- Presented investment opportunities to groups of prospective clients
- Designed market research plans and specialized local sales strategies
- Developed clientele through face-to-face and telephone marketing

### SKILLS/TRAININGS

*Computer Skills*: Proficient in Excel, PowerPoint, Word; Experience using SAS, Impromptu, Deltek Costpoint

*Trainings*: OITE Workplace Dynamics & Management Bootcamp Series; August 2013

Note: résumé sample shown at reduced size

# Résumé Sample: Postdoc Applying to Industry

## DESIGN NOTES

Name is largest text on the page (20 points)

### PAT RYLEE

123 First Street Alexandria, VA 20000  
Tel: (123) 456-7890 Email: pr@email.com

Headers, subheads and body text are the same point size (10)

Header 1 is **BOLD ALL CAPS** and subheads are **Bold Uppercase-lowercase** and *italicized*

Typeface (font) is Times New Roman

#### SUMMARY OF QUALIFICATIONS

*Biostatistician with over five years of experience in the field and expertise/skills in:*

- Leading and managing complex, high-level research projects
- Adept at demonstrating proficiency in lab techniques
- Maintain Top Secret/SCI with CI Polygraph (Active)

#### EDUCATION

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Concentration in Epidemiology

Relevant Coursework: Advanced Regression/Program Evaluation Methods, Management, Advanced Statistical Models, Comparative Biostats Processes

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Theses: *The Impact of Futures Prices on the Net Income of the Exxon Corporation* and *Hate, Hegemony and Hooliganism: The Rise of Far-Right Extremism in Great Britain*

#### EXPERIENCE

*National Institutes of Health, National Institute National Cancer Institute* ..... Frederick, MD

**Postdoctoral Research Fellow** ..... May 2010-present

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*Computer Skills*: Proficient in Excel, PowerPoint, Word; Experience using SAS, Impromptu, Deltek Costpoint

*Trainings*: OITE Workplace Dynamics & Management Bootcamp Series; August 2013

Set **document** page margins between 0.8"-1"

Set **paragraph inset** margins, or bullet list margins, between .25"-.5"

Use Tabs, not spaces, to set precise alignments; in this example, the Tab is set Right Aligned at 6.5"

Consider using Dot Leaders to connect tabbed content; this option is in the Microsoft Word Tab menu

## Résumé Sample: Postbac Applying to Graduate School (pg. 1)

### CONTENT & DESIGN NOTES

#### Veronica Maciejewski

4321 Dawson Street, Unit 00 • Arlington, VA 22201  
(123) 456-7890 • vm@email.com

#### EDUCATION

##### Pennsylvania State University, State College, PA

Bachelor of Science in Biochemistry GPA: 3.5, May 2012

Honors Thesis: *Highly XX Silanes to Silanols via XX Nano Technique Conversion*

#### AWARDS AND HONORS

National Dean's List, 2009-2012

Whittington Scholar, Penn State, 2012

Alumni Association for Scholastic Achievement, 2007-2009

First Place, Physical Science Student Technology Conference, 2011

#### RESEARCH EXPERIENCE

##### National Institute of Mental Health, National Institutes of Health, Bethesda, MD

*Post baccalaureate IRTA Research Fellow*, 2012-Present

Supervisor: Fname Lname, Title/Degree

- Perform research and synthesis, growth and purification techniques under the supervision of Dr. AB
- Assess the synthesis of nano catalysts to demonstrate fabrication of nanoparticles
- Conduct seven to ten initial intakes daily for patients to clinical center
- Interpret and present data to lab mates and mentors

##### Pennsylvania State University, State College, PA

*Undergraduate Research Scholar*, June 2010-June 2012

Supervisor: Fname Lname, Title/Degree

- Coordinated and designed research experiments under the supervision of Dr. CD
- Streamlined processes to maximize productivity during critical phases of projects
- Analyzed data using tools such as Thermogravimetry, Transmission Electron Microscopy
- Facilitated safety & health protocols within lab and department by establishing new protocols

#### LEADERSHIP EXPERIENCE

##### Pennsylvania State University, State College, PA

*Vice-President, Student Leaders Association* June 2010-June 2012

- Oversaw fundraising efforts for school and organization activities and successfully raised \$5,400
- Spearheaded outreach efforts to other student-run organizations
- Liaised with university administrators and coordinated with president on recruitment activities
- Communicated with members and effectively presented at monthly meetings

##### Penn Student Association

*Service Chair*, September 2009-May 2010

- Elected executive position charged with coordinating community service events for the student body
- Provided administrative support to student organization
- Designed and executed new programming initiatives, including: student-run blog, journal club, trivia night

Use dashes consistently between date ranges. For example: 2007-2009 (You do not need to put spaces on either side of the dash)

Left align body text; do not full justify paragraphs

Including involvement in student organizations or committees can be a great way to highlight additional transferable skills

## Résumé Sample: Postbac Applying to Graduate School (pg. 2)

### CONTENT & DESIGN NOTES

Veronica Maciejewski, page 2

#### COMMUNITY SERVICE EXPERIENCE

**Presbyterian Hospital**, *Hospital Unit Clerk*, May 2012-Present

- Connect healthcare professionals to one another by relaying pertinent patient information
- Manage orders for tests and labs concerning patient's healthcare during the night shift
- Maintain orderly records in conjunction with nurses on staff

**The 6<sup>th</sup> Branch**, *Volunteer*, 2011-Present

- Volunteer in the Oliver Neighborhood of Baltimore (the neighborhood used in HBO's series, "The Wire") with the aim of fostering a sense of community ownership and pride
- Promote community responsibility and accountability
- Engage the community in cleanups, community beautification projects, and neighborhood-sponsored events

**Susan G. Komen**, *Community Ambassador*, 2010-Present

- Chosen as a brand representative and community ambassador for local branch
- Volunteer at local events and races by distributing race bibs, handing out water, and aiding registration

**Chi Eta Phi Sorority**, *Pennsylvania State University*, *Service Chair*, 2008-2010

- Planned service fundraising events; on average ten each academic year
- Oversaw service budget and fiscal activities for entire academic year

Try to have at least 2 words per line of text (try not leave single words on their own on a line)

Remember: your experience, presentations, publication, etc. should all be in reverse chronological order within each section

#### POSTER PRESENTATIONS

**Summer Poster Day, National Institutes of Health**, *Analysis of Z variant xx-l-proteinase xx accumulated in the xx*, June 2012

**Undergraduate Research Fair, University of Maryland**, *Characterization of fibroxxxctin doe not enhance infecxxvity in receptor sites*, September 2011

**International Honor Society, University of Pittsburgh**, *Association between opioid xx receptor genotypes and opioid induced section in xx patients*, February 2009

#### PUBLICATIONS

Erika Author, James Author, **Veronica Maciejewski**. *Bacteria-associated with firbonectin does not xx cite results. Journal (Yr.) 76:4832-48X5.*

Charles Author, Harik Author, Lara Author, Lilo Author, **Veronica Maciejewski**. *Highly Efficient xx of Silanes to Silanols via Water.* (Submitted for publication, Month Year).

## Curriculum Vitae (CV) Sample (pg. 1)

### Susan M. Gravenor, Ph.D

Office of Intramural Training and Education  
National Institutes of Health  
Building 2, Rm 2W11  
2 Center Drive  
Bethesda, MD 20892  
(301) 989-4222  
Susan@email.gxv

12 Third Street  
Rockville, MD 20892  
(240) 855-6668  
smg00@email.com

#### EDUCATION

- 2000 *Ph.D.*, Nutrition, **Freie University**, Berlin, Germany
- 1990 *B.S.*, Clinical Dietetics and Nutrition, **University of Strasbourg**, Strasbourg, France

#### RESEARCH EXPERIENCE

- 2008-Present Program Director, Division of Cancer Control and Populations Sciences, National Cancer Institute, National Institutes of Health, Rockville, MD
- 2006-2008 Research Fellow, Laboratory of XX Center for Cancer Research, National Cancer Institute, National Institutes of Health, Bethesda, MD  
Principal Investigator: Fname Lname, Degree
- 2004-2006 Postdoctoral Fellow, Laboratory of XX, Center of Cancer Research, National Cancer Institute, National Institutes of Health, Bethesda, MD  
Principal Investigator: Fname Lname, Degree
- 2000-2006 Graduate Research Assistant, Division of XX Sciences, Sciences Po University, Paris, France  
Principal Investigator: Fname Lname, Degree

#### TEACHING EXPERIENCE

- 2008-2010 Adjunct Lecturer, Department of XX Management, Montgomery College, Rockville, MD  
Course Name, Number of Sections, Number of Students
- 2006-2008 Adjunct Faculty, Department of Nutrition, Foods, and Hospitality Management, Prince George's County Community College, Largo, MD  
Course Name, Number of Sections, Number of Students
- 2001-2006 Graduate Teaching Assistant, Division of XX Sciences, Freie University, Berlin, Germany

#### CLINICAL EXPERIENCE

- 2002-2003 Consultant Clinical XX, Service Department, Elcor Health Services, Brooklyn, NY
- 1993-1996 Clinical XX, JFK Medical Center, Villages, FL

## Curriculum Vitae (CV) Sample (pg. 2)

### GRANTS

- 2006-2008 National Center on Health Disparities “Compromised Complement System Increases xx Cancer in xx % of Americans
- 2000-2004 National Institutes of Health Nutrition Training Grant

### HONORS AND DISTINCTIONS

- 2009 National Institutes of Health Awards, Fellows Award for Research Excellence, Carcino-xx Study Section
- 2007 National Institutes of Health Awards, Fellows Award for Research Excellence, xx-genesis Study Section
- 2006 Aspen Cancer Conference Fellow, 5th Aspen Cancer Conference
- 2000 American Association Awards, Public Policy Grassroots Scholarship Workshop
- 1989-1993 University of Strasbourg Fellowships, Division of Nutritional Sciences  
Quillman, Jr Fellowship, Year  
Werly Fellowship, Year  
Prescott Fellowship, Year

### PROFESSIONAL MEMBERSHIPS

- 2004-Present American Association for Cancer Research, Associate Member  
AACR—Women in Cancer Research  
Molecular xx Group
- 2004-Present American XX Association, Member
- 2004-2006 District of Columbia Metropolitan Area Association

### PROFESSIONAL ACTIVITIES

- 2005-2010 National Institutes of Health Fellows Committee  
FARE Committee, 2008-2010  
Basic Science Co-Chair, 2008-2009  
Chief Judge, Epidemiology/Biostatistics—Prognosis Study, 2009  
Chief Judge, xx Section, Fellows Award for Research Excellence, 2007  
Liaison to the NIH Women Scientist Advisors Committee, 2006-2008  
Division of Cancer Prevention Representative, 2005-2006
- 1997-2001 Freie University Graduate and Professional Student Council of Representatives  
Secretary, 2000-2001  
Graduate and Professional Student Assembly, 1999-2001  
Graduate School General Committee, 1999-2001  
Division of xx Sciences Representative, 1997-2001

## Curriculum Vitae (CV) Sample (pg. 3)

### PRESENTATIONS

#### Oral Presentations

Molecular epidemiology of xx cancer, Laboratory of Human xx Workshop, National Institutes of Health, Bethesda, MD, 2007

Compromised complement system increases xx cancer susceptibility in xx Americans, Laboratory of Human xx Research Meeting, National Institutes of Health, Bethesda, MD 2006

Does compromised complement system increase xx cancer susceptibility in xx Americans?, Cancer Prevention Fellows' Research Meeting, National Institutes of Health, Bethesda, MD, 2005

#### Poster Presentations

Variations in MBL2 genetic background increases xx cancer susceptibility in xx American, NIH Research Festival (Abstract Selected for Fellows Award for Research Excellence), National Institutes of Health, Bethesda, MD 2008

Compromised complement system increases xx cancer susceptibility in xx Americans, 5th Aspen Conference, Aspen, CO 2007

Does compromised complement system increase xx cancer susceptibility in xx Americans?, Cancer Prevention Fellows' Award for Research Excellence Ceremony, National Institutes of Health, Bethesda, MD, 2006

Association between dietary folate xx, alcohol xx and methylenetetrahydrofolate reductase C677T and A1298C polymorphisms and subsequent xx cancer, 4th Annual Cancer Prevention Fellows' Symposium, National Institutes of Health, Bethesda, MD 2005

Cytoplasmic serine hydroxymethyltransferase expression is required for SH-SY5Y differentiation, Folic Acid, Vitamin B12, and One-Carbon xx FASEB Summer Research Conference, Snow Mass Village, CO 2000

### PUBLICATIONS

**Gravenor S**, Author E, Author T. Variations in xx-binding lectin 2 increases xx cancer susceptibility in xx Americans. 2013

Author EL, Author RB, **Gravenor S**. Changing Extracellular Matrix xx During Metastasis. *The Prostate*. 66(3): 283-93, 2010

Author AJ, Author S, Author J, **Gravenor S**. Author, E, Author N, Author C. (2008) MicroRNA expression profiles associated with prognosis and therapeutic outcome in xx adenocarcinoma. *Cancer Research* 68(8): 1478-98.

Author A, Author H, Author A, Author D, **Gravenor S**, Author L, Author R, Author B. (2007) Use of xx gene expression signature in xx adenocarcinoma and the surrounding tissue as a prognostic classifier. *J. Natl. Cancer Inst.* 98(17):1253-69.

**Gravenor S**, Author P. (2003) Pyridoxal phosphate inhibits dynamic subunit interchange among serine hydroxymethyltransferase tetramers. *J. Biol. Chem.* 289, 342-356.

Author M, Author T, Author J, **Gravenor S**, Author G, Author P, Author A, Author P, (1998) Molecular cloning, characterization and alternative splicing of the xx cytoplasmic serine hydroxymethyltransferase xx. *Gene* 500, 432-499.

## Résumé Sample: Graduate Student

### ALEXA ROSEDALE

123 First Street, Bethesda, MD 20814  
123-456-7890 · rose@email.gov

#### **Education**

- Ph.D. Neuroscience, Brown University-National Institutes of Health ..... April 2012  
Graduate Partnership Program  
Providence, RI and Bethesda, MD
- B.S. Neuroscience, Harvard University ..... May 2007  
Cambridge, MA  
Dean's List, Presidential Academic Scholarship (2003-2007)

#### **Research Experience**

**NIH Predoctoral Fellow**, Laboratory of XX, PhD ..... 2009 to Present  
*Unit on Neuroplasticity, National Institute of Mental Health, NIH, Bethesda, MD*  
Dissertation Title: "Adult hippocampal xx and the xx antidepressant, xx"

- Describe XX alternative splicing and its implications for amyloid  $\beta$ -peptide production and Alzheimer's disease pathogenesis
- Developed an in vitro system for studying stabilization of XX during XX
- Mentored a 9th grade student in order to enhance critical thinking and laboratory skills through hands-on science laboratory activities and encourage the student to pursue a career in science

**Research Assistant**, Laboratory of XX, PhD ..... 2006 to 2008  
*Department of Neuroscience, Harvard University, Cambridge, MA*

- Collected and analyzed electroencephalography (EEG) data to study neurophysiology of movement in human participants.
- Studied the contribution of vasopressin to social behavior in animal models

#### **Related Experience**

**Primary Editor, NIH Fellows Editorial Board** ..... 2012 to Present  
*National Institutes of Health, Bethesda, MD*

- Edit scientific manuscripts/grant applications for grammar, form and clarity under deadline
- Write critical review of neuroscience and psychology print/digital materials measuring scientific accuracy, content and suitability for a wide range of audiences

#### **Graduate Partnership Representative**

*Brown University-NIH Graduate Partnership Program, Bethesda, MD* ..... 2008-2009

- Liaised between Brown-NIH graduate students and Graduate Student Council
- Facilitated events for interview weekends and planned on-campus events

#### **Selected Oral Presentation (Total #: 15)**

Investigating the Relationship between Adult xx and Antidepressant ..... April 2011  
*Brown University-NIH Annual Retreat, Woods Hole, MA*

#### **Selected Abstract (Total #: 5)**

Rosedale AM, Author A, Author B, Acute XX tx increases function maturation of xx. 324.28/A55.  
Tucson, AZ: *Society for Neuroscience*, 2011.

#### **Professional Associations**

*Society for Neuroscience* (2011-Present), *Association of Women in Science* (2010-Present)

## U.S. Federal Résumé

### CONTENT NOTES

**TIP: Go through the résumé builder on USAJobs.gov!**

#### Drew Wilding

2408 30st Rd N  
Arlington, VA 22207  
(123) 456-7890  
DW@email.com

Social Security Number: 000-00-0000  
Citizenship: United States  
Federal Status: Unknown  
Veteran's Preference: N/A  
Clearance: N/A  
Hiring Program: Hiring Program  
Languages: Spanish (Reading Advanced, Speaking Intermediate)  
OBJECTIVE: Research Analyst GS-0099-09, Promotion  
Potential GS-11. Ann. # INT-2000-0000

#### Experience

##### RESEARCH ASSISTANT, National Science Foundation

January 2012 – Present  
Dr. Jan Hoya, Visiting Fellow, (xxx) xxx-xxxx or janhoya@xxxx.org

→ *SUPPORT* the work of Principal Investigator at the National Science Foundation and the empirical study of xx. *RESEARCH* reports from other governmental agencies such as xx and xx to determine radicalization techniques. *ANALYZE* the results of protocol implemented to identify current rhetorical trends.

**RESULTS:** Have produced a substantial literature review of the main theories and narratives the study of xx.

##### RESEARCH DEPARTMENT INTERN, Department of Biology, University of San Diego

June 2007 – August 2007  
Research Manager (xxx) xxx-xxxx or Dr. Balek Hinds, bh@xx.org

→ *RESEARCHED* and *ANALYZED* the xx to determine which xx and xx possessed the closest ties. *WROTE* daily memos to communicate findings to xx which contributed to a large research report in support of xx. *WROTE* research documents on both the xx and xx.

**RESULTS:** Established the base of research for xx and framing xx for xx. Produced over 30 reports.

#### Education

**George Washington University**, Washington, DC  
January 2012 – May 2014  
*PhD in Biochemistry*

**College of William and Mary**, Williamsburg, VA  
August 2004 – May 2008  
*Bachelor of Science in Medical Science*

Use the same key words from the job announcement. ALL CAPS can help these key words stand out.

BUT, only use ALL CAPS this way on federal resumes!!

Focus on accomplishments and keywords. Formatting is not as important.

Federal resumes are similar to CVs in that there is no page/length restriction. Make sure to go into detail and account for at least the past 10 years of your experience.

→ D. Wilding, Page 1 of 7

Note: résumé sample shown at reduced size



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Bethesda, MD 20814 • <https://training.nih.gov>