

# Resumes, CVs and Cover Letters



***Connecting students to global careers!***

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# Resumes/CVs – First impressions

**Top two things to remember...**

**1. Relevancy**

**2. Clarity**

**The purpose of any  
resume/CV is to get ...**



**TO GET AN INTERVIEW!!!!!!**



# RESUMES



# Questions to ask yourself

Who is my intended audience?

What is my biggest selling piece?

Is a CV or resume better suited?

What resume format do I want?  
Functional/Chronological?

Do I have a job/position announcement to refer to?

How many pages?



# Resume Format

## **Chronological (Michelle Bloomberg)**

- Reverse date order (present to past) & most popular style
- Emphasis on job titles and organizational names
- Generally used by people with stable work histories to show upward progression
- Can categorize based on experience

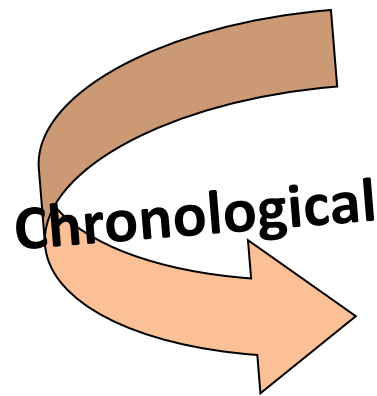
## **Functional (Paige Health)**

- Focuses on transferable skills and qualifications of the individual
- Categories are defined by what you want to highlight
- Can neatly organize how cumulative experience at different places and times
- Be sure to include the work history



# Hybrid Resume – John Hopkins

Hybrid resumes are a combination of the chronological format and functional format



**JANE HOPKINS**  
2017 E. Monument St.  
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**PROFILE**  
Master of Public Health Candidate concentrating in Child and Adolescent Health. Public health educator with over 6 years experience in both domestic and international settings. Researcher, and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish.

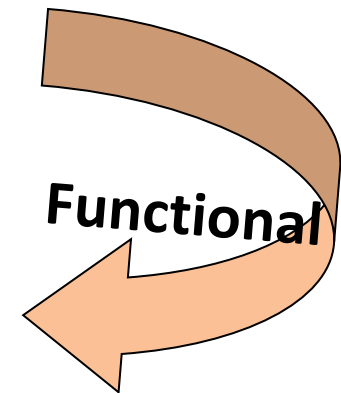
**EDUCATION**

<b>Master of Public Health (MPH)</b> Johns Hopkins Bloomberg School of Public Health Baltimore, MD Concentration: Child and Adolescent Health Relevant Course: Health Legislation	Expected May 2009
<b>Bachelor of Arts</b> Walden University	2004
<b>PUBLIC HEALTH EDUCATION</b> Programa Salud y Comunitaria • Provide technical assistance • Counsel parents • Serve as a role model • Provide health education • Manage 3 projects • Serve as member of the National Health Promotion Advisory Board	2007-present

**Internal Team Coordinator** 2007-present  
Bhutan Practicum Project in Health, Baltimore, MD and Thimphu, Bhutan  
• Oversee group preparations for a trip to work with the Bhutan Ministry of Health  
• Exchange maternal and child health related information with Bhutanese counterparts  
• Prepare grant proposals and requests of support

**Rural Health and Sanitation Volunteer** 2005-2007  
Peace Corps, Colonia Takuare'ë, Paraguay  
• Co-lead national HIV/AIDS conference and training  
• Designed and facilitated health training and authored a manual for teachers  
• Taught classes on nutrition, dental health, intestinal parasites, and reproductive health  
• Collaborated with health post on reproductive health and vaccination programs  
• Developed 3 pilot programs to improve site development and communication processes  
• Cultivated links with Paraguayan NGOs and coordinated municipal and departmental efforts

**Hybrid  
(Combo)**



Since most public health students have divergent backgrounds, the hybrid style helps with organization of content



# Contact Information

**John Hopkins**

2017 E. Monument St.  
Baltimore, MD 21205

410-955-3034 • jhopkins@jhsph.edu

**Tip:** Be sure the voicemail message on  
for your listed phone number is  
professional sounding.

## **Things to remember**

- *Centered at the top of the page*
- *Proper Name (should be the largest font size)*
- *Address where you may be reached (local and/or permanent OK)*
- *Telephone Number (Home or cell phone are fine)*
- *Email (check junk mail)*
- *Be sure to include zip and area codes*



# Profile

## PROFILE

Master of Public Health Candidate concentrating in child and adolescent health. Public health educator with over 6 years experience in both domestic and international settings. Researcher and community organizer with a strong focus towards improving the quality of life through health communication and cooperation with local governments. Fluent in Spanish.

**Tip:** Think of the profile as your “30 second commercial” or “elevator speech” on paper.

### Things to remember

- *Emphasizes your qualifications up-front*
- *Match your qualifications to what the employer is looking for*
- *Designed to draw the reader in and to give an overview of who you are and what you bring to the table*
- *2 to 3 sentences long*
- *Supported by content in your resume*
- *Lose the objective statement*





# Education

**Tip:** Bold your degree names

## EDUCATION

### **Master of Public Health (MPH)**

Expected May 2013

Johns Hopkins Bloomberg School of Public Health, Baltimore, MD

**Concentration:** Child and Adolescent Health

**Relevant Coursework:** Principles of Human Nutrition, Prenatal & Infant Growth & Development, Maternal & Child Health Legislation and Programs, Child Health and Development, Infectious Diseases and Child Survival

**Honors:** Sommer Scholar

### **Bachelor of Arts in Government**

May 2011

Walden University, Middleburg, PA

**Tip:** Include your coursework to highlight how your academic training prepares you for the position desired.

### **Things to remember**

- *List educational experiences in reverse chronological order (current school first)*
- *Include the following:*
  - *Degree and/or Major (bold)*
  - *Graduation (or expected) date (bold and on right margin)*
  - *Name of institution*
  - *Location (city/state)*
  - *Relevant Coursework, Honors, Awards, etc.*



# Experience

## **PUBLIC HEALTH EXPERIENCE**

### **Health Educator/Treasurer**

Aug. 2011-Present

Latinos for Progress, Baltimore, MD

*Latinos for Progress is a non-profit organization focused on providing Hispanic health outreach services, including HIV/AIDS prevention and diabetes/obesity prevention.*

- Administer HIV/AIDS testing for Baltimore's Latino population
- Counsel participants on health issues and help navigation of the public health system
- Act as a Spanish-English Translator for participants and medical staff
- Provide health and legal information and support to callers
- Manage 3 multi-thousand dollar grants
- Serve as member of the executive committee and the Community Health Advisory Board

### **Things to remember**

- *Experience should include jobs, internships, fellowships, volunteer work, and summer employment – anything that is relevant to the position you are seeking*
- *Use action verbs which specifically describe what you have done*
- *Be sure experience aligns with new position seeking as best as possible*



# Publications/Presentations

## PUBLICATIONS/PRESENTATIONS

Jordan M, Pink J, Ling E, **Hopkins, J** (2011). U.S. Mesothelioma Patterns 1973-2002: Indicators of Risks and Background Rates. *Epidemiology Journal*. In press.

### Things to remember

- Any research projects/publications/other projects that you participated in
- Great if you don't have a great deal of professional experience
- Bold your name when listing publications



# Professional Development

## PROFESSIONAL DEVELOPMENT

**Computer Skills:** Microsoft Office Suite, STATA, SPSS

**Languages:** Spanish (Fluent), Guaraní (Conversational)

**Memberships:** American Public Health Association (2011–present); Global Health Council (2011-present); Maryland Public Health Association (2012-present)

### Things to remember

- *Designed to showcase additional work and effort undertaken to develop yourself professionally*
- *Memberships in student organizations, national associations, volunteer work, committees, etc.*
- *Prioritize your involvement by listing the areas directly related to your career goals first*
- *A great way to show transferable skills and your leadership abilities*



# Tips & Recap

Have one template, base resume/CV – internal document

Avoid “cookie-cutter” – one size **does** not fit all

Make your resume/CV easy to scan over quickly – outline

Education = biggest selling piece!!!

Proofread several times

PROFESSIONAL DEVELOPMENT section - Catch-all area

Lose the objective statement – have a profile



# CVs



# Resumes vs. CVs

**Question: When should I use a CV as opposed to a resume?**

Answer:

When applying to academic, international, federal government and fellowship opportunities. Mainly used in medical, academic and research professions

**Question: How are CVs different than resumes?**

Answer:

CVs can be much longer than resumes

Provides an exhaustive list of all your experiences

CVs include more depth than Resumes



# Key Differences

## 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





Is there a standard CV format?

**NO**



# Is there a standard CV format?

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

## CV samples...

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



# 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



# 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



# 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



# 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*

### 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*

#### 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)*





# 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](http://www.cvtips.com/EU_CV_Format.html)
- **AAAS Science Careers Magazine** (ScienceCareers.org)
  - [http://sciencecareers.sciencemag.org/career\\_magazine](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](http://sciencecareers.sciencemag.org/career_development/tools_resources/how_to_guides/how_to_craft_a_winning_resume)



# COVER LETTERS



# Cover Letters - Overview

- Compliments your resume or 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 ....

**to secure an interview!!!**



# Cover Letters

- Serves as an introduction – 1<sup>st</sup> 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!”**



# 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 – 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



# 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 company's direct contact for the position (name and title and address) two lines beneath the date
  - Always try to find out the name and proper title of the person receiving the cover letter
- The salutation will fall two lines below the addressee information
- Begin with "Dear Mr. " or "Dear Ms." followed by the person's last name
- If it is a cold call letter, salutations may be more general like, "Dear Human Resource Manager," or "To Whom It May Concern"

## Example - Page 9 of Career Planner





# Introduction – 1<sup>st</sup> 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 – 1<sup>st</sup> part

## **Examples (Jobs, Internships, & Fellowships)**

**I was excited to see that the** Maryland Department of Health & Mental Hygiene is seeking candidates for the ... position to work with ...in the Maryland. I am confident that my previous research experience along with all that I gained from my graduate degree in public health would prove useful in the position.

**Please accept this as my application** for the Summer 2010 WHO Internship in Geneva WHO headquarters that was advertised in “Internship opportunities” section of WHO official website.

**I am writing to express interest in the** Management Consultant position that was posted on the ARD listserv. I am currently a doctoral candidate in the Department of Health Policy and Management at the Johns Hopkins Bloomberg School of Public Health and expect to complete all requirements for the degree by October 2010. I am confident that my extensive experience would prove to be a great asset to (name of organization).

**I would like to apply for** The Council of Women World Leaders Summer 2009 Public Health Graduate Fellowship. I believe that my passion, experience, and education will make me a competitive candidate for your fellowship.

**I am pleased to learn about your opening for** Healthcare Analysts. I am deeply interested in working to address the funding and quality challenges that governments, businesses, and patients face in the current health care environment. As a bright, competent researcher, with strong organization, management, and communication skills, I would be strong addition to your team.



# Introduction – 1<sup>st</sup> part

## **Examples (Academic)**

**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 – 2<sup>nd</sup> 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
- Explain how you intend to contribute to the organization/employer
- 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”
- Summarize & highlight important accomplishments
  - Mention interesting points in resume
- Briefly describe research plans (if necessary)
- Briefly describe teaching or clinical experience (if necessary)



# Body – 2<sup>nd</sup> part

## Examples (the “I”s have it!)

- The enclosed resume highlights my technical expertise in monitoring and program evaluation. As one of the few interns chosen to work in an international setting, **I have incorporated** these skills into my capstone project which matches up well with the qualities you are seeking in a candidate.
- While at Johns Hopkins **I have designed** multiple studies and analyzed many datasets in...
- Currently **I am studying** health policy and management at Johns Hopkins Bloomberg School of Public Health, in order to integrate my significant experiences in Information Technology (IT) with Public Health. **I will be expected** to graduate in May, 2010. **I am particularly interested** in a faculty position since it is my long-standing passion to become an integral part of...
- **I am currently finishing** my Master’s in Public Health at Johns Hopkins University. My coursework includes both quantitative and qualitative research methods used to investigate health systems and policy, epidemiology, and health economics, including cost-effectiveness modeling and analysis. **I am combining** these disciplines in my thesis work



# Closing – 3<sup>rd</sup> 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
- Once you write your salutation, don't forget to write "Enc: resume"
- Don't forget to sign the document



# Closing – 3<sup>rd</sup> part

## Examples (Using your manners-professionally)

- I believe my skills and work experience would a good match...Thank you for your time and consideration; I hope to hear from you soon.
- I look forward to meeting with you and will call to set up an appointment at your convenience.
- You will find my resume/CV enclosed. I look forward to discussing my experience and qualifications with you...
- The Public Health Graduate Fellowship would make my dream come true to work for health field in developing countries. I would be highly appreciative if you would consider me for the position in your organization.
- It is with this experience, acumen, and motivation that I offer my talents to (name of organization). I will be available for full time employment following graduation mid-May, and I am eager to speak to you in more detail about this opportunity. Thank you for your time and consideration.



# Follow-up

**It is your responsibility to follow up. Do not assume an employer will contact you once you have sent your resume & cover letter**

- Give employer ample time to consider
  - Keep the closing date in mind
  - A good rule of thumb is contacting two/three weeks after closing date
- Seek a response
  - Know the organization's culture
- Don't be pushy and annoying





# 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



# Resources

- [http://www.quintcareers.com/cover\\_letter\\_samples.html](http://www.quintcareers.com/cover_letter_samples.html)
- <http://jobsearch.about.com/od/morejobletters/a/inforequest.htm>
- 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/>



# Questions?????



*Type your question in the chat box.*



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