A red pen is positioned diagonally on the left side of a document. The document contains text, including the years '2000' and '1999', and names like 'Karlakrona' and 'Nisch'. A semi-transparent grey box is overlaid on the center of the image, containing the title text.

# Resume and Curriculum Vitae workshop

Meda Higa, York College of PA, 2014

# Resume or CV: what's the difference?

	Resume	Curriculum Vitae (CV)
Purpose:	Concise intro to experiences/skills related to desired position	Detailed overview of academic and extracurricular accomplishments
Length:	1 page	No limit (typically 2 pages for undergrads)
Includes:	Contact info., education, work experience, relevant skills, (extracurriculars), accompanied by cover letter	Same as resume, but usually also includes research experiences, conferences attended, publications, and memberships
Commonly Used:	Applying for an internship or job	Applying to graduate/professional school, jobs within academia

# Resume or CV: which do I use?

- Consider your audience
  - ★ **Use whatever the position specifies**
  - Are your target evaluators familiar with CVs?
- [?] What do you want to communicate?
  - Resume is a quick snapshot of your difference “faces”
  - CV may allow you to highlight an important experience (like an internship or research)

# Resources and good examples

- YCP Career Development Center  
“Writing Successful Resumes and Cover Letters” publication
- Other university career centers (e.g. Upenn)  
<http://www.vpul.upenn.edu/careerservices/>
- Biology and chemistry faculty
- Biology alumni! (who has the job you want?)

# What sections should I include?

- 1) Heading**
- 2) Education**
- 3) Honors and Awards**
- 4) Relevant experience: Research, job-related**
- 5) Publications/Presentations: PAS, senior thesis**
- 6) Relevant skills**
- 7) Relevant Coursework
- 8) Leadership/extracurricular activities
- 9) Other? Memberships, additional work experiences, references

# YCP Biology Grads – are these on your resume/CV?

- Research experience!
  - Senior thesis, internships, independent study
- Lab assisting and tutoring (formal and informal)
- Laboratory and software skills
  - Split molecular and organismal/ecological skills
  - Include common programs like Graphpad Prism & ChemDraw
- Don't forget “soft skills”
  - Labs skills: teamwork, problem-solving, critical thinking
  - Research: troubleshooting, self-motivation, communication, design, planning

# Contact information and education

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**Stephen M. Matthews**

Easy to find name!

**PERMANENT ADDRESS**

190 Vincent Dr.  
Honey Brook, PA 19344

Smatthe6@ycp.edu  
610.698.4710

**CURRENT ADDRESS**

Brockie Commons, 402  
York College of Pennsylvania  
441 Country Club Road  
York, PA 17401

Careful! Where does employer send correspondence?

**OBJECTIVE**

If you have specific goals or positions in mind, this is helpful!

Driven undergraduate seeking full time work the sciences where I can utilize and expand my research-based skills and technical knowledge in a professional setting.

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**EDUCATION**

**Bachelor of Science in Biology**

**Minor in Chemistry**

York College of Pennsylvania, York, PA

Dean's Academic Scholarship Recipient

GPA: ████████

} Good use of bolding

May 2014

Optional - only include if >3.0

# CV for graduate school

Page 1, after research and publications

Categorizing skills  
is helpful



## LABORATORY SKILLS

- Molecular techniques: gel electrophoresis, western blot, PCR, RT-qPCR, bacterial transformation, bioinformatics, immunoassays, FACS, protein/nucleic acid purification, microbial staining and metabolic profiling
- Eukaryotic cell culture
- Instrumental analysis: SFE, HPLC, NMR, IR, XRF, SPM, GC/MS, GC/FID, IC, CZE, AA, ICP
- Behavioral analysis: open field test, elevated plus maze, novel object recognition test
- Biostatistical analysis using GraphPad Prism

## SPECIAL TRAINING & CERTIFICATIONS

- OSHA standards for laboratory & radiation safety
- Biosafety Level 2(+)/blood borne pathogens
- IUCAC vivarium animal usage and care under AAALAC accreditation
- Child/Adult CPR/AED, & First Aid

## RESEARCH EXPERIENCE

**Senior Thesis** – York College of Pennsylvania 2011-Present

*Advisors: Wendy Boehmler & Jessica Boyette-Davis, Ph.Ds.*

- Administer ATM morpholino to *Danio rerio* to mimic behavioral and molecular phenotypes of Ataxia Telangiectasia
- Visualize HDAC4 nuclear co-localization with immunohistochemistry
- Observe EZH2 expression throughout development using *in-situ* hybridization

**Summer Undergraduate Research Program (SURP)** – Rutgers University 2012

*Advisors: Ronald Hart & Jennifer Moore, Ph.Ds.*

- Induced pluripotency in Ataxia Telangiectasia Mutated knockout mouse embryonic fibroblasts
- Quantified ATM and EZH2 gene expression using RT-qPCR under Sox2 stimulation
- Visualized histone methylation status of cells using western blotting

**Genetics class** – York College of Pennsylvania 2011

*Advisor: Ronald Kaltreider, Ph.D.*

- Cloned and sequenced the Glyceraldehyde 3-phosphate dehydrogenase gene in *Ananas comosus*

Highlight this!  
Bring to top  
(after education)

# Maximize your experiences!

- Communicate your understanding of research (not just what you did)

## BEFORE:

### RESEARCH & LABORATORY EXPERIENCES:

YCP Independent Research with Dr. Jeffrey P. Thompson – York, Pa  
Designed vector and created an IL-13.E13Y-KillerRed fusion protein  
Purified IL-13.E11Y-KillerRed and KillerRed control  
Will deliver fusion protein to glioma cell lines  
Will assess cell viability upon green light irradiation  
Will determined its potential as a photoactivatable ligand to “kill” glioblastoma

Good skills! What is the bigger goal of this project?

## AFTER:

### RESEARCH & LABORATORY EXPERIENCES:

Independent Research with Dr. Jeffrey P. Thompson – YCP, York, Pa May 2013-Present

- Designed, created, and purified a destructive fusion protein (hIL-13.E13Y) that has high affinity for a receptor on human glioma cells and causes cells to undergo apoptosis.
- hIL-13.E13Y is fused to KillerRed fluorescent protein that emits red light and cytotoxic reactive oxygen species upon green light irradiation, causing cell death through apoptosis.
- A prokaryotic expression system and affinity chromatography were used to accomplish goals.
- Future goals: With the knowledge that hIL-13.E11Y binds to glioma cells and that KillerRed has apoptotic properties, I will assess cell viability of glioma cells in vitro and will determine if this photoactivatable ligand “kills” human glioblastoma.

# Use **action-task-result** statements

- What did you do to complete the task & what was the result you achieved?
  - “**Analyzed** three compound drugs for **efficacy against E.coli**, determining **that one was effective at X dosage**”
  - “**Tutored 7-15 students** in **genetics on a weekly basis** which resulted in **improved grades for 80% of students**”
  - “**Wrote** a comprehensive **proposal to investigate the role of cadmium uptake in the presence of increased iron**, which **culminated in a senior thesis poster presentation.**”

# Don't forget a cover letter!

- No more than one page
- When possible, address letter to person responsible for hiring (not just HR)
- Use the job announcement to guide your letter.
- Include:
  - Title of job you are applying for
  - Why you are interested in that position
  - Concrete examples of how you meet qualifications and/or requirements
  - Follow up action and thank you

# Read (and address) the position!

Microbiologist responsibilities include, but are not limited to, the following:

- Perform analyses for pharmaceutical microbiology (routine and non routine)
- Review and evaluate raw data for acceptability
- Set up and validate new analytical or related processes

## Job Requirements

- Strong computer, scientific, and organizational skills
- Excellent communication (oral and written) and attention to detail
- Ability to work independently and as part of a team, self-motivation, adaptability, and a positive attitude
- Ability to learn new techniques, perform multiple tasks simultaneously, keep accurate records, follow instructions, and comply with company policies
- Experience in Organism ID, MLT, AET, Mycoplasma, Bacteriophage testing in a GMP environment is helpful

## Basic Minimum Qualifications:

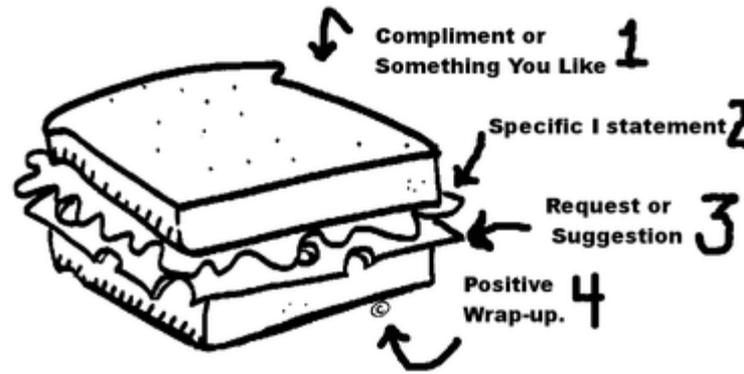
- Bachelor's degree in microbiology or other related degree concentration, or equivalent directly-related experience (two years of directly related industry experience is equivalent to one full-time year of college in related major)

- Authorization to work in the United States indefinitely without restriction or sponsorship

Position is full-time, Tuesday through Saturday, 2 p.m.-10 p.m., with overtime as needed. Candidates currently living within a commutable distance of Lancaster, Pennsylvania are encouraged to apply.

# Workshop your CV or Resume!

- Know who the intended audience is
- Use the sandwich method!



- Say “thank you”!