

# Guide for 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 to generate the most effective document. Please bear in mind that, in actuality, there are very few 'rules' and many different opinions regarding CV and résumé format.*

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## What is the Difference Between a *Résumé* and a *Curriculum Vitae*?

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.

A *résumé* 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 by those seeking employment within academic or research communities.

### CONTENT

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

### WHEN TO USE

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

Use a *résumé* for everything else (unless specifically noted).

## Overall Look

Your *résumé* and CV should highlight the skills, talents, and experiences that make you an excellent fit for the position to which you are applying. Believe it or not, employers spend **less than 10 seconds** doing an initial scan/screen of applicants, on average. Therefore, it is essential that all of your documents have a clean, readable\*, and easy-to-follow format.

*\*Résumés should also be readable by Applicant Tracking Systems (ATS).*

### Length

**Résumé:** In general, you *can* have a longer *résumé*—as long as the content is substantive (If you have a multi-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. NOTE: Some sectors/companies still prefer one page *résumés*, so ask the hiring manager and/or your network about specific guidelines.

**Curriculum Vitae (CV):** Virtually unlimited, but should remain focused.

### Format

**CV & Résumé:** Your CV and/or *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 and experience is unique, your documents will be, too. That said, a traditional **reverse chronological format**, where you account for each year of work, is preferred for *résumés*. CVs should also be listed in reverse chronological order, starting with most recent experiences.

A few key points to consider when formatting your document:

- » **CONSISTENCY:** If you choose to left justify your organization/title and right justify your dates/locations, then do that for every experience on your *résumé* across sections.
- » **TEMPLATES:** In general, avoid using complex templates. Create a simple format that best displays your individual accomplishments, skills, and experiences. Fancy templates are often scrambled by Applicant Tracking Systems and appear disordered to the hiring manager.
- » **FONT:** Use professional typefaces (fonts), such as Times New Roman, Palatino, Cambria, Helvetica, Arial, or Calibri. Use recommended font sizes: 10-12pt for body text, 10-14pt for headers, and 18-21pt for your name, which should be the largest text on the page.
- » **HYPERLINKS:** Do NOT hyperlink anything on your *résumé*, including your e-mail address. Hyperlinks such as email and LinkedIn can disrupt some ATS systems, so always remove active links prior to submission.
- » **GRAPHICS:** Do NOT include any graphics, borders, tables, or shading. Stay simple unless you are applying specifically 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.

## Applicant Tracking Systems (ATS)

The résumé "black hole" is real and chances are some of your documents have unknowingly gone into it at one point or another. In reality, your résumé got weeded out by résumé-filtering algorithms known as **applicant tracking systems (ATS)**.

Utilizing an ATS makes hiring managers lives much easier: On average, most job postings receive about 250 applications per role. Large companies receive about 50-75,000 résumés *each week*.

Given that most companies only interview a handful of candidates, there is a lot of filtering through candidate résumés to be done. According to *Top Résumé*, 75% of submitted résumés are never seen by human eyes. Ever.

## Categories & Content

Your résumé is a marketing tool used to get you into a specific position. Many people have more than one version of their résumé depending on the variability among 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. 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, Public Health Experience, etc. Other common sections on a résumé include (not an exhaustive list):

- » Profile/Qualifications Summary
- » Service/Leadership Activities
- » Professional Affiliations/Associations
- » Honors & Awards
- » Volunteer Activities
- » Technical Skills: Lab, Computer/Software, Language, etc.
- » Training & Certifications (sometimes called "Professional Development")
- » Selected Publications/Patents
- » Select Presentations

Each section on your résumé, will have short bullets 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 the "Contact Information," "Education", and "Research Experience" sections, you could include an exhaustive list of other relevant sections. Here are some commonly used sections of a CV:

- » Grants Funded
- » Clinical Certifications
- » Teaching/Mentoring Positions
- » Service/Leadership Activities
- » Assistantships/Fellowships
- » Professional Affiliations/Associations
- » Invited Presentations/Seminars
- » Poster Presentations
- » Patents
- » 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 research experience section listed on your CV.

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

Some of these tools are cross-functional; the "PAR" approach described below to write effective bullet points can also be useful in structuring answers to behavioral-based interview questions later in the hiring process:

### PROBLEM

What problems did YOU encounter in your job?

### ACTION

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

### RESULT

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

### Examples using PAR:

- *"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 and should also be applied to additional sections of your résumé.

### Stay relevant

Your "Experience" section needs to remain focused on illustrating to the employer that you have the specific functional skills and expertise they are seeking 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. Emphasize accomplishments rather than efforts; Thus, "identified" is better than "investigated". For a list of strong action verbs, refer to pages 7-8.

### Avoid generic descriptions

Think about the skills required at the job that you want. Indicate (honestly) where you have demonstrated these skills throughout your experiences. Try not to use common descriptions, starting with something like, "Responsible for" or "Duties include." Be concise; always think about what is relevant and what message each item is communicating.

### Quantify your accomplishments

Doing so can provide a context and scope for the skill involved. The quantifiable impact you had on a company or organization is what differentiates you from others who may have held a similar role. Provide context for your accomplishments by using numeric amounts (e.g., budget size, number of pages/reports written, articles published, number of people), levels of people (e.g., corporate executives, board members, military leaders, interdepartmental teams), and 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 something like, "Assisted in program evaluations for the organization." Instead, use quantifiable information. For example, "Completed nine program evaluations as a member of team with senior staff" would be more effective here. *Be sure to spell out all numbers lesser than ten.*

**NOTE: While quantitative information is absolutely essential to include in a résumé, you must still *succinctly and carefully* describe what activities transpired.**

## Writing an Effective **Qualifications Summary** (for Résumés)

A professional profile or qualifications summary can be a great introductory section for your résumé, especially if you have over five years of experience and/or are making a career change. This can be your chance to highlight key qualifications, skills, and experiences as a snapshot for hiring managers.

This paragraph should consist of concise statements and strong action verbs to give a big picture overview of your accomplishments as they relate to the position you are targeting.

Here are some samples:

*Cell biologist with 12 years of extensive experience conducting RNA virus research, basic immunology research and protein interaction research. Key accomplishments include:*

- *Pioneered research in viral immunology focusing on innate immune responses to HIV-1*
- *Executed multiple anti-HIV drug screening projects utilizing human primary immune cells*
- *Innovated and established an in-vitro nuclear import assay; discovery resulted in collaborations with industry leaders*
- *Published three high-impact papers in prestigious journals; maintain a strong publication record*

*Dedicated and accomplished neuroscientist with expertise in clinical and pre-clinical research pertaining to brain tumors, traumatic brain injuries, and various disorders of the central nervous system.*

- *Proficient in utilizing omics approaches for biomarker development*
- *Committed to improving patient outcomes by conducting research that translates into clinical practice, specifically patient outcomes around: aging, epigenetics, neurodegeneration, neuroinflammation, neuroimmunology and extracellular biomarkers*
- *Skilled in a wide range of techniques such as MRI, fMRI, PET, EEG, patch-clamp recording*
- *Effectively collaborate with interdisciplinary teams of clinicians & geneticists for patient care*

## Including Bulleted Competencies

Some Qualifications Summaries also include bulleted key competencies in lieu of/ or in addition to a “Skills” section. This can be especially helpful if you work in a field where certain core competencies should be highlighted at the top of your document (engineering, data science, etc.) As an example:

*Highly skilled data scientist with a proven track record of innovating solutions and driving actionable models based on insights from complex datasets. Consistently deliver high-quality results within challenging deadlines. Utilize strong communication skills and collaborative approaches to effectively translate technical concepts to lay audiences. Possess advanced working proficiency in the following core skills:*

- *Python*
- *Data Visualization*
- *R*
- *SQL*
- *Data Manipulation*
- *Experimental Design*
- *Machine Learning*
- *Data Modeling*
- *Java/C++*

## Ethical Considerations When Using AI Tools like ChatGPT

Ethical considerations are crucial when using AI tools like ChatGPT to revise and/or edit official documents. Ensure **accuracy**, **reliability**, and **compliance** with legal and professional standards when using AI to aid in your job search. Verify all information to avoid any possibility of misrepresentation.

**Privacy** and **data protection** are significant here; be cautious with inputting sensitive information, and choose trustworthy platforms with strong data protection measures when engaging with AI software. We know it's long, but reading through some of the Terms and Conditions of specific AI software might be worth a few extra minutes of your time.

### **REMAIN AWARE OF BIAS**

**Bias mitigation is critical**; AI can inherit biases from the training data it learned from. Be aware of biases related to gender, race, ethnicity and actively mitigate them. Regularly review AI-generated suggestions, consider multiple perspectives, and ensure fairness as best as possible.

By remaining mindful of accuracy, privacy, and bias produced by a trained AI model, we can all uphold ethical standards while engaging with tools like ChatGPT for reliable, compliant, and personalized documents that align closely with our career goals and professional aspirations.

## Utilizing AI to Tailor your Resume

Taking advantage of AI tools like ChatGPT can be invaluable for editing and revising both résumés and CVs. These tools can provide *instant feedback* on grammar, spelling, and sentence structure, ensuring any document or group of text is error-free. Additionally, AI tools can offer suggestions for improving clarity, word choice, and overall content organization. AI can also help optimize keywords and phrases to tailor a résumé for specific roles or positions, increasing the chance of grabbing an employer's attention.

### ChatGPT as a tool

ChatGPT is an excellent tool for editing and revising résumés and CVs. Its natural language processing capabilities allow real-time feedback, corrections in grammar and spelling, suggestions to improve sentence structure or content organization, and offers guidance on incorporating specific job requirements, enhancing the overall quality and impact of the résumé or CV.

### Using textual prompts

Using effective textual prompts with ChatGPT is crucial for optimizing your output. This is because the model generates responses based on the information provided in the prompt. Clear and specific prompts help guide the AI to focus on the desired topic or task, resulting in more accurate and relevant responses. By providing context, asking precise questions, or giving specific instructions, you can maximize the usefulness and effectiveness of your interactions with ChatGPT.

### Examples of prompts

After pasting the text of your document into ChatGPT, you can then prompt it with:

*"Provide general feedback on the structure and format of my CV/résumé."*

*"Suggest action verbs or power words to make my résumé more impactful for X role."*

*"Review the content of my CV/résumé and suggest improvements for clarity."*

You can also paste the text of a job description into ChatGPT and prompt it accordingly:

*"Showcase the top five relevant skills I should highlight for this position."*

*"Which keywords should I include to optimize my résumé for ATS used by employers?"*

*"Tailor my résumé to more closely fit this job description."*

### Not an author!

When using ChatGPT to generate any new content, be sure to review it very carefully. It is likely that any unedited output will not be ready to hand in as is; but you can use this framework as a starting point to personalize your content. It is recommended that you do not generate brand new content for your resume using AI alone, and instead to use this type of software to help you revise the writing in documents you have already started. Remember: You will need to know your documents very well for an eventual interview. Employers can and will ask about your use of AI. Be honest!



## Accomplishment "Memory Joggers"

If you have trouble developing content for your bullet points, use the following "memory-jogging" prompts to help you recall your accomplishments (use the PAR method described on page 5 of this guide):

*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?*



# Examples of Action Verbs by Skillset

## 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)

## Examples of Action Verbs by Skillset

### 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	

## Some DOs & DON'Ts

**DO** have at least one other detail-oriented person review your résumé or CV. Remember, these documents are intended to help you *get an interview*, which is the vehicle for then 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 specific keywords from the position description within your own résumé.

**DO NOT** (in the United States) include the following items on your official 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*
- *The label, "Curriculum Vitae", or  
"CV", or "Résumé"*

## 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-/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:** 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. An objective statement, or "qualifications summary", can supplement the document to help demonstrate focus and specific skills/experiences, but keep it concise and tailor it specifically to each individual 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. However, remain 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.

**Q:** *Should I include pronouns on my resume?*

**A:** This is a personal decision; many people include their preferred pronouns in parentheses after their name with the hope of preventing accidental misgendering. This could possibly help in finding an inclusive workspace.

# Résumé Sample: Postdoc Applying to Industry

## PAT RYLEE

Alexandria, VA 20000 Tel: (123) 456-7890  
 Email: pr@email.com | LinkedIn: www.linkedin.com/in/patrylee

### SUMMARY OF QUALIFICATIONS

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

- Leading and managing complex, high-level research projects using biological and healthcare data sets; maintaining high quality data protections
- Designing and executing research projects among interdisciplinary teams
- Presenting findings to diverse audiences through departmental-wide meeting and conferences

### 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

## CV Sample: Postbac Applying to Graduate School (First page)

### 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

Principal Investigator: 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

## CV Sample: Postbac Applying to Graduate School (Second page)

**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

### POSTER PRESENTATIONS

**Summer Poster Day, National Institutes of Health**, *Analysis of Z variant xx-1-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).

# 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)



## Curriculum Vitae (CV) Sample (First page)

### 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 (Second page)

### 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 (Third page)

### 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 methyleneterahydrofolate 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 tetraamers. *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.

# United States Federal Résumé Sample

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

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

Citizenship: United States  
 Veteran's Preference: N/A  
 Clearance: N/A

## Experience

### RESEARCH ASSISTANT, National Science Foundation

January 2012 – Present (40hrs/week)  
 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 (40hrs/week)  
 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.

*Note: résumé sample shown at reduced size and not in entirety - only one page example shown.*



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