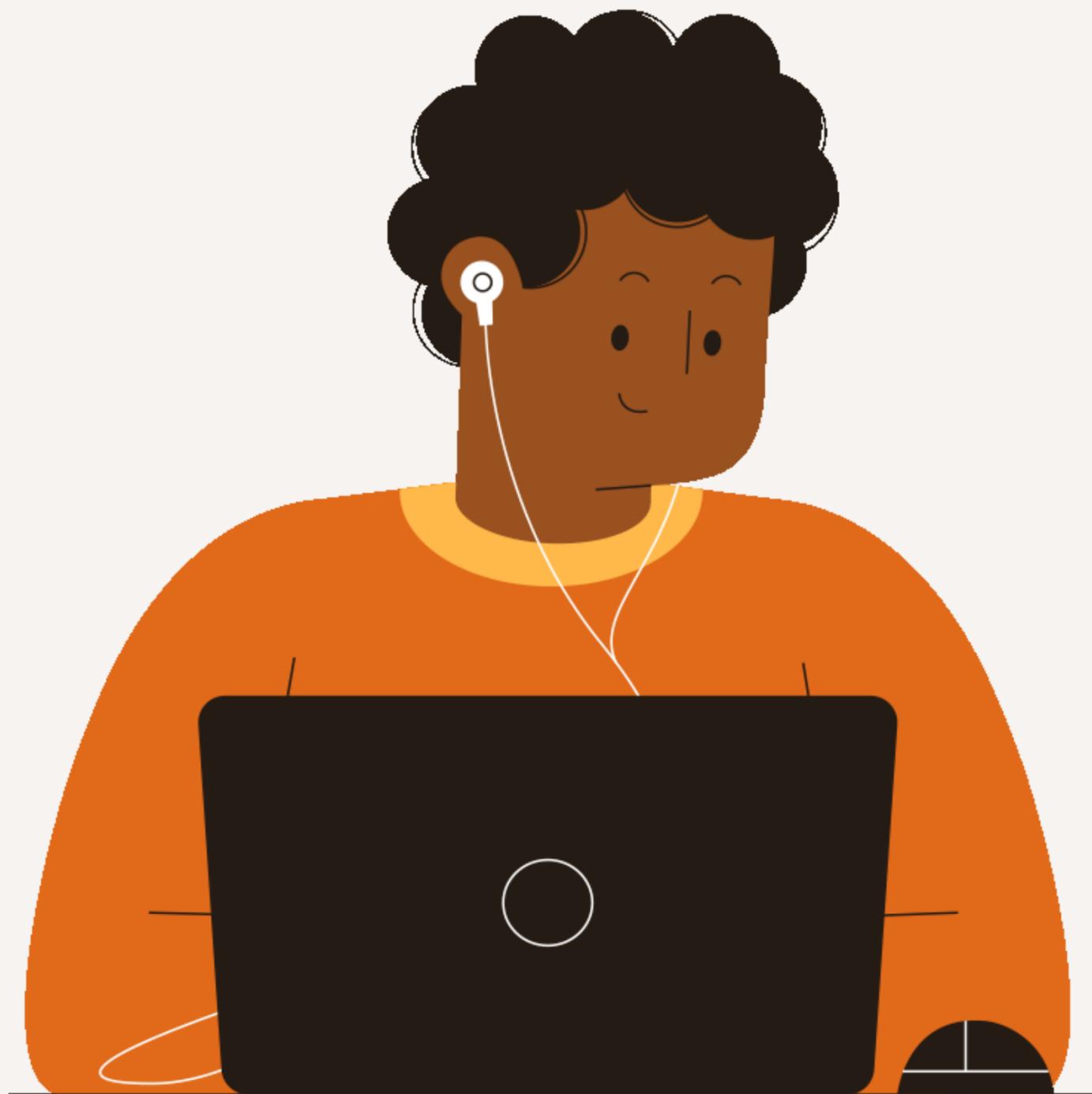




UCLA-HHMI PATHWAYS TO SUCCESS PROGRAM

Resume Workshop

Tips on making a great resume/CV



What's the difference between a resume and CV?

Resume

Potential employers and networking contacts, specific to what you're applying for, short and sweet.

CV

Typically for academic, scholarly, or research opportunities, lists everything you done/achieved, can be super long



Resume

Structure and Format

Snapshot of your most relevant skills and work experience. Most relevant skills and experiences should be in the first 1/3 of the resume.

Focus

Relevant experience and demonstrated skills through accomplishments that prove you can do the job well

Length

1 - 2 pages (2 at the most)

CV



Structure and Format

Complete history of your academic credentials - research, teaching, awards, funding, service.

Focus

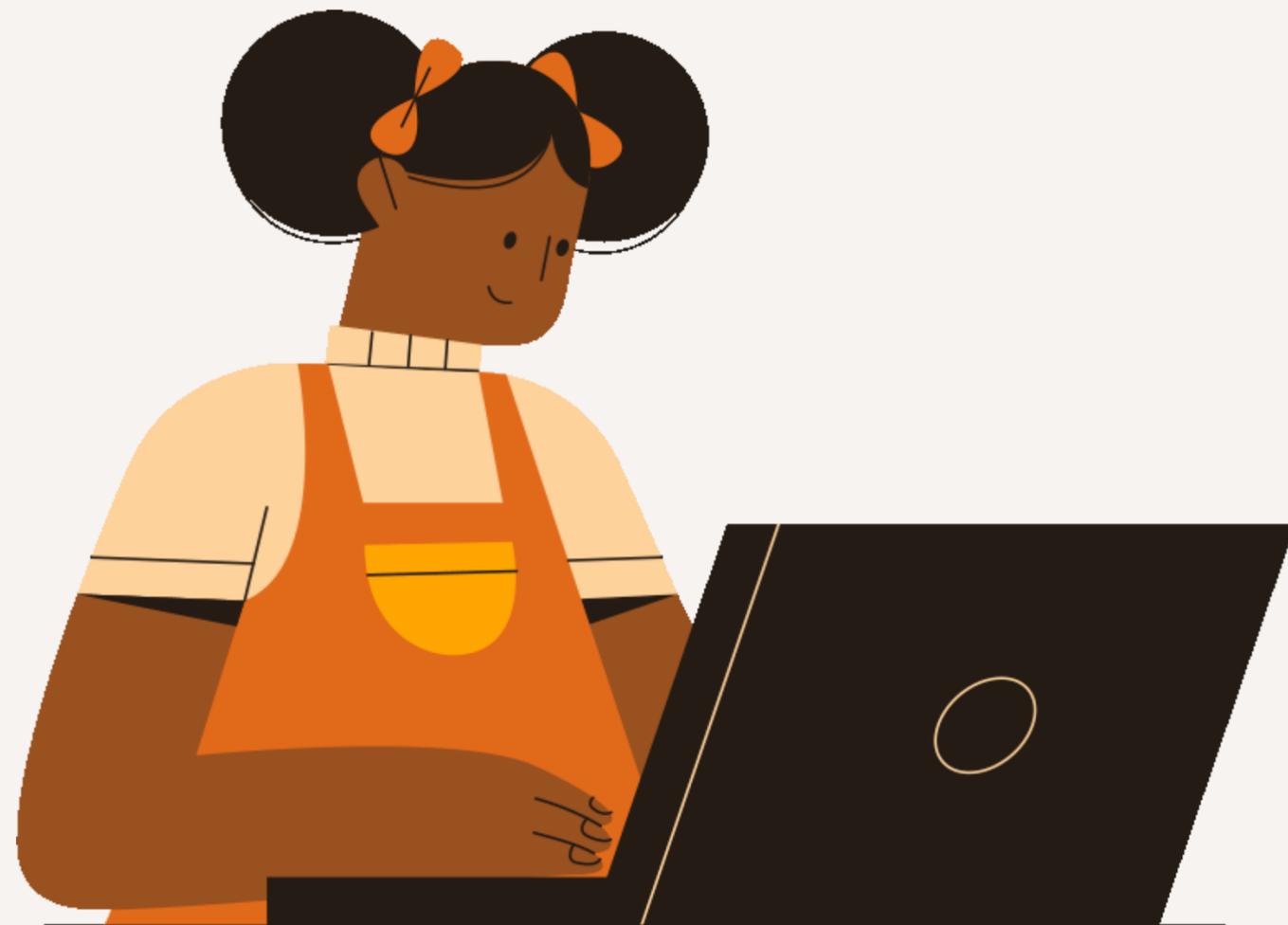
Your academic achievements and your scholarly potential.

Length

No specific length

As a 1st or 2nd year the differences between a CV and a resume are limited.





Tips for building a great resume

Reminder: Building your resume is on-going, every few months you should be updating your resume/CV with new experience





Tips from recruiter at a fortune 100 company

Don't need to include your address. No one is sending you mail. They ask for your address to see if you need to relocate.

Unless you have a unique objective statement, don't include it. Save more space for your relevant experiences and skills.

Unless you have a GPA at or higher than the one they are looking for, don't include it.

Always submit your resume as a PDF and save it as First Last_ResearchAssistant_Resume

Focus on what you have accomplished and things you can quantify.

EX: Led a workshop --> Led a collaborative learning workshop for 15 undergraduate students in order to help them build critical thinking skills and understand course material.



What do Professors and PIs look for?

1. Education: Major, **expected graduation date**, GPA, and relevant coursework with or without grades reported for each relevant course

2. Research related coursework or research experiences: Has the student taken a research methods course? Have they taken any statistics course yet? Have they been involved in a research program (PATHWAYS), or a High School research opportunity or a summer research opportunity of any sort? Have they done any sort of math for biologists in any course (LS series – coding)? Were they introduced to programming of any sort?

3. Research-related output:

Any posters presented? Any abstracts written? Any papers written (including the Undergraduate Research journal, newspaper articles – even schoolwork papers on a research –related topic)? Include the full citation for any of these research outputs. Any grants applied for? Grants or scholarships won? Honors or awards given?



What do Professors and PIs look for?



4. Evidence of any successful work experience: It does not matter what kind of job it was, if they did a good job at it, can one see that? Are there any references willing to attest to their good work ethic and ability to follow guidelines and get along with others?

5. Other evidence that this is a responsible person and a good citizen: Girl Scouts or Boy Scouts or Pathfinders? Church or some other society volunteer activity? Outreach to younger kids to help them (paid or unpaid)?

6. References (at least 2): I can call to check with a person about the character and truthfulness of the student. Include on last page.





Format

10-12 pt font; Arial, Calibri, Cambria, Helvetica, Times

Easy to read, margins lined up, make headings stand out

Contact Info, Education, Relevant Experiences, Honors/Awards, Grades in relevant classes (optional), Skills, References (optional)



Resources



UCLA Career Center: <https://career.ucla.edu/alumni/resumes-and-cover-letters>

UCLA Career Center Verb List: <https://career.ucla.edu/download/85103f8b-d3fb-410e-9796-b00fc448f7db>

UW-Madison Writing Center: <https://writing.wisc.edu/handbook/assignments/cv/>

Pomona College Guide Book: https://www.pomona.edu/sites/default/files/cdo_resource_guide.pdf

Google Search Professors, PIs, Doctors who you are interested in working with and see what their CVs look like

Ask friends, TAs, me, etc. to look over your resume/ CV

