

An academic C.V. is one of the cornerstone documents of an academic job market application dossier. When done well, it can present a concise and yet thorough picture of an applicant. When presented effectively, a C.V. can help land a candidate on the shortlist for a first -round interview.

: L W K R X W D G R X E W L W W D N H V V R P H S D W L H Q F H D Q G D G G L W L R Q
those of other applicants. But that patience can produce a document that fits better in the
F R Q W H [W R I R Q H - V R Y H U D O O P D W H U L D O V

- 1. Expect everyone to read the whole thing
- 2. Assume a publication list replaces the need to include details about your research
- 3. Include a half -page summary of your research
- 4. : U L W H ^ & X U U L F X C a t h e t o p L W D H «
- 5. Tack on employment that is not related to research or academia
- 6. Use subjective claims or adjectives:
^ H [E à p T ë ó ñ R C) 2 0 . i í

List course numbers without description

- 10. Under -sell yourself !



Introduction to the Industry C.V.

An Industry C.V. (or resume/C.V. blend) is typically a two -page document that includes details about educational background, research experience, and a select list of publications and/or presentations. Experience in industry environments, management positions, and leadership roles is more highly valued in this document than in an academic C.V. Optional sections that complement this information may include: a summary of qualifications, honors and awards, and a technical skills summary.

Tailor to Industry Audiences:

The audience for an industry C.V. likely includes both scientists and non-expert H.R. S H U V R Q Q H O , W - V L P S R U W D Q W qualifications to both groups.

- Demonstrate credibility by including publications and select presentations
- Highlight your personal contributions to group projects
- Match level of technical language in the

Verbs to Use:

Be sure to use verbs that convey action. Avoid language that diminishes your role or importance in a given project:

Weak(er)

f Assisted with; Worked on; Looked at;
Helped to; Cooperated with

Strong (er)

f Analyzed, Synthesized, Examined
f Managed, Led, Oversaw
f Created, Produced, Developed
f Wrote, Edited, Revised, Critiqued
f Communicated, Presented
f Collaborated, Facilitated
f Implemented, Launched, Initiated
f Taught, Tutored, Advised

Evaluating Job Documents

Formatting:

- Is the formatting consistent?
- Is the font standard and legible (appropriate size)
- Are the margins standard?
- Is it easy to locate the names of organizations and institutions?

STRENGTHS AND AREAS TO IMPROVE:

Clarity:

- Can you tell what the candidate did in each of his or her experiences?
- Do you think the document will be clear to each audience ? For all documents, think about experts and non - H [S H U W V L Q W K H F D Q G L G D W H - V V X E I L H O G) R U L Q C personnel and industry scientists.

STRENGTHS AND AREAS TO IMPROVE:

Effectiveness:

- Overall, what are the most effective attributes of the document that you are reviewing?
- Does the document efficiently , but thoroughly F R Q Y H \ W K H F D Q G L G D W H - V H [S H
- What are the first two questions that you would want to know the answer to when interviewing this candidate?

STRENGTHS AND AREAS TO IMPROVE:
