CV & Resume Edition

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CVs vs. Resumes:
The right tool for the job

WHAT'S IMPORTANT FOR ACADEMIA?

- RECOGNITION
- FUNDING
- TEACHING

CVs reflect those interests by focusing on academic training, publications, grant awards, etc.

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Curriculum Vitae

- Order of categories:
    - starts with education
- Longer
- More emphasis on coursework and research
- All publications / all organizations included
- Personal details often included

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SAMPLE C.V.

CURRICULUM VITAE
JOHN SMITH, PH.D.

Personal Data:
Name: John Smith, Ph.D.
Birthdate: April 11, 19XX
Birthplace: Long Beach, CA
Citizenship: U.S.A.

Address:
Department of Metabolism and Endocrinology
University of Washingtn
52 S. Havityur Way, Seattle, WA 98109
Phone: 206-555-1212
Email: jsmith@xxx.edu

Education:
1987-1991 B.S. University of California, Riverside, CA (Biology)
1991-1997 Ph.D Creighton University, Omaha, NE (Biomedical Sciences)
(Dr. Ben A. Nobel, mentor)

Postdoctoral Training:
1997-2001 University of California, Davis (Physiology)
(Dr. Sue Jones, mentor)
2001-present University of Washington, (Metabolism)
(Dr. Tom Doe, mentor)

Positions held:
2001-2004 Postdoctoral Fellow
Division of Metabolism, Endocrinology, and Nutrition
University of California San Francisco, San Francisco, CA

2004-present Acting Instructor/Senior Fellow (pending)
Department of Metabolism and Endocrinology
University of Washington, Seattle, WA

Professional Societies:
American Physiological Society
Society for Experimental Biology and Medicine
Society for Neuroscience
Society for the Study of Ingestive Behavior

SAMPLE C.V. (cont.)

Research Funding:

Leptin Adiposity Signaling Pathways in the Brain, Clinical Nutrition Research Unit Pilot and Feasibility Award, 12/01/02 - 11/30/05, $50,000, John Smith, PI.

Insulin and leptin adiposity signaling pathways in the brain, Department of Veterans Affairs, Merit Review Research Award, (A. Brown, PI.)

Peer Reviewed Publications:

1. Niswetder, K. D., Gallin, B., **Smith, J. E**., Corson, M., Schwarn, M. W., and D.G. Jones. Immunocytochemical detection of phosphastidylinositol 3-kinase activation by insulin and leptin. xxx (in press).
2. **Smith, J. E**., Stampley, B. G., and R.D. Elberger. XXX as a vehicle for central injections: tests with feeding elicited by norepinephrine injected into the paraventricular nucleus. J. Signficance. XX:285-290, 2004.
3. Saleh, J., **Smith**, **J. E.,** Havel, P. J., Barrett, J. A., Gietzen, D. W., Sniderman, A. D., and K. Cianflone. Acylation stimulating protein (ASP) effect on postprandial lipemia and food intake in rodent models. Int. J. XXX. 11:705-713, 2002.
4. Blank, C.A., Horren, B. A., **Smith**, **J. E.,** Hammy, J. Reduced response to neuropeptide K in senescent rats. J. Pharm. 102: 52-60, 2000.
5. **Smith, J. E.,** Kamel, F. G., Anley, B. G., and R.D. Eidelman. Plasma response to injection of CCK-2. J. Res 86: 11-20, 1999.
6. **Smith, J. E**., Anley, B. G., and R.D. Eidelman. Brain sites where XXX suppresses feeding in rats. XXX Res. 200:1-10, 1999.
7. **Smith, J. E**., Davel, P. J., and D.W. Jones. Injections of xxx into the cortex inhibit food intake in rats. Neurosci. 111:357-367, 199X.
8. Carnelo, U., **Smith**, **J. E.,** Jones, B. Effects of acute and chronic infusion of islet amyloid polypeptide on food intake in rats. Scand. J. Gastroenterol 131: 83-89, 1995.

Invited Reviews

1. **Smith, J. E**., and so and so. Peptide signals regulating food intake and energy homeostasis. Eur. J. Physiol. Pharmacol. xxx
2. Bin, D.G., **Smith, J. E**., and M.W. Schwamie. How leptin signaling to the brain regulates food intake and body weight. J Metab. xxx

Manuscripts Submitted

Xxx

Abstracts and Presentations

CVs vs. Resumes:
The right tool for the job

WHAT'S IMPORTANT FOR INDUSTRY?

- PRODUCTIVITY
- INNOVATION
- COOPERATIVITY

Resumes reflect those interests by illustrating results, accomplishments, education, patents/publications, etc.

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PARTS OF A RESUME

Contact information

Profile

Education

Employment History

Employer **Dates**

Title

- Accomplishment statement
- Accomplishment statement

Professional Development / Training

Memberships

Publications / Patents

(most recent first)

Abstracts / Talks (most recent first)

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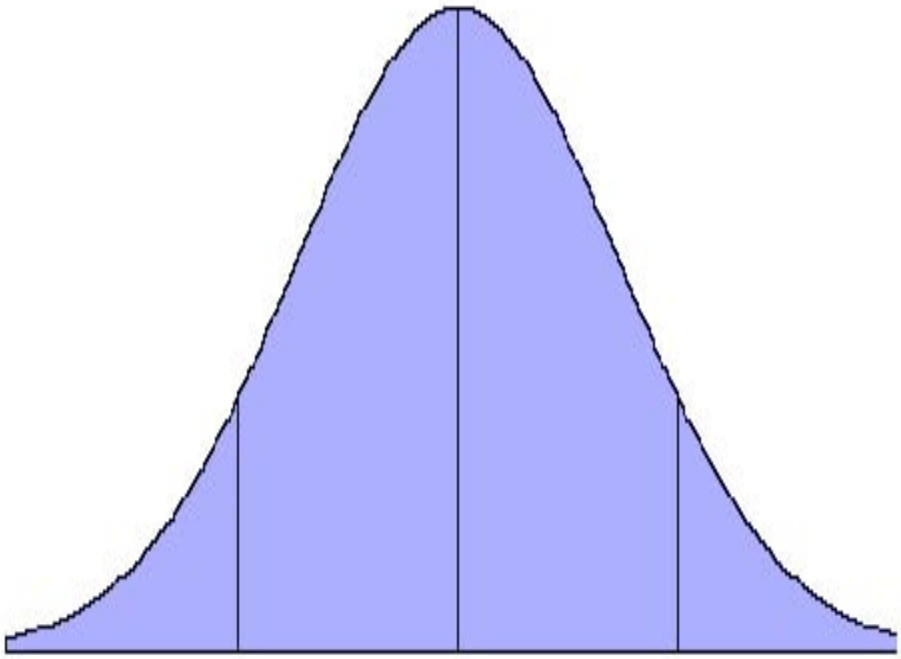
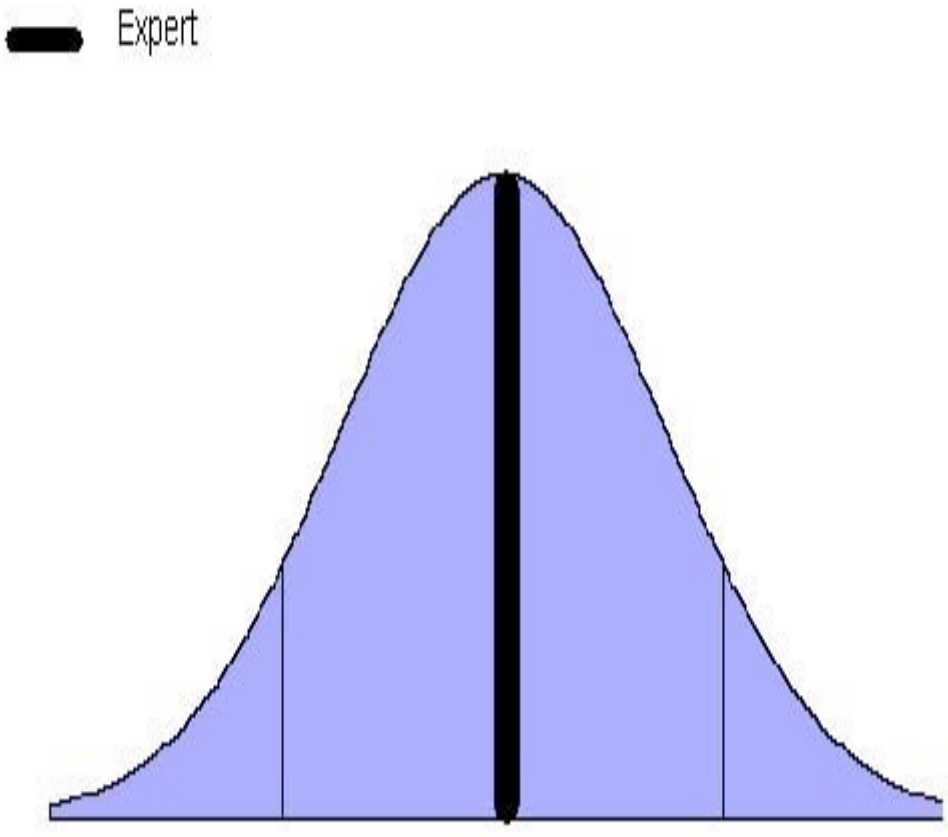
WHO ARE YOU?



PharmaScouts

WHO ARE YOU?



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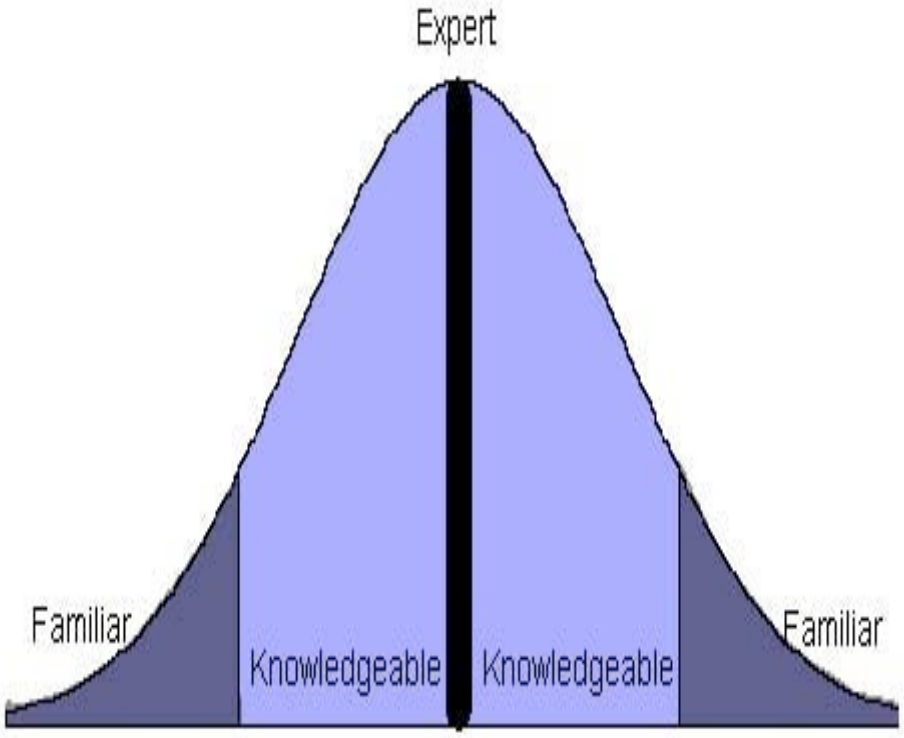
WHO ARE YOU?



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Define Yourself

A. Focused on a discipline (immunology, neuroscience, pain, inflammation, asthma, signal transduction, etc.) and use a variety of approaches to study it

OR

B. Experienced in applying a certain approach (molecular biology, protein chemistry, in vivo pharmacology, …) and apply it to any discipline

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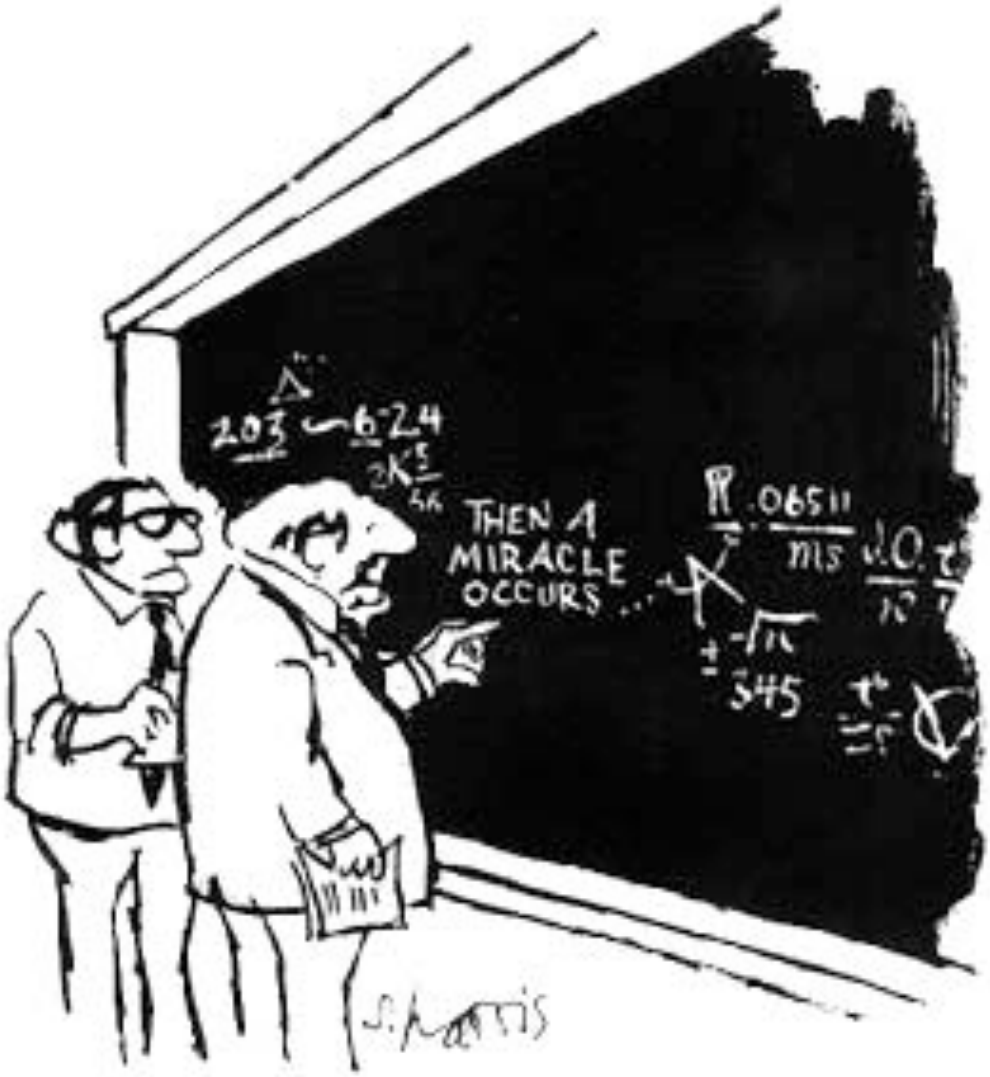

"I think you should be more explicit here in step two."

Examples

PROFILE
A synthetic organic chemist with experience in natural product synthesis, parallel synthesis and process chemistry

- Strong background in organic synthesis
- Experience in the design and execution of organic synthesis with a diverse range of chemistry
- Experienced in scale transfer synthesis from bench to pilot plant
- Hands-on experience with modern analytical spectroscopic analyses
- Ability to work interactively with multi-functional disciplinary teams
- Demonstrated organizational, communication and writing skills

SUMMARY:
Accomplished immunologist with a working knowledge of molecular and cellular biology, experienced in the research areas of inflammatory and neurodegenerative diseases. Extensive research experience using cell culture, biochemical, immuno-cytochemical, and histochemical approaches *in vitro* and *in vivo*. Broad range of valuable computer skills. Clear oral and written communication skills.

Profile
A Research Scientist with in-depth knowledge of research techniques and technical productivity in Molecular and Cell Biology

- Carried company's leading therapeutic drug from early cloning stages through pre-clinical development
- Experienced in protein purification (FPLC, coupling, etc)
- Accomplished in cloning, expression, and protein characterization
- Able to organize and implement comprehensive laboratory equipment calibration program
- Successfully trained post doctoral scientists in laboratory techniques
- Demonstrated organizational, communication and writing skills
- One of 35 people chosen to be part of start-up biotechnology company

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Resume Sample (before)

Karen Shiner, Ph.D.

University of Iowa College of Medicine
Howard Hughes Medical Institute
400 Grain St.
Ames,Iowa 54321
kshiner @iowa.edu
515-555-1234

CAREER OBJECTIVE
I am interested in a challenging research scientist position as part of an enthusiastic team involved in drug discovery and assay development in industry.

EXPERIENCE
3/04 - present POSTDOCTORAL FELLOW
Laboratory of Dr. Campbell
University of Iowa College of Medicine
Howard Hughes Medical Institute

Responsible for establishing a quantitative co-immunoprecipitation assay to assess calcium channel subunit association. Developed two collaborations with outside laboratories regarding neuronal voltage-gated calcium channels in mouse models of epilepsy resulting in publications. Learned mammalian and bacterial cell culture, molecular biology, polyclonal antibody production in rabbits.

Trained undergraduate assistant in fusion protein purifications, SDS-PAGE, Western blotting, and cell culture techniques. Supervised student's honors research project investigating expression of calcium channel subunits in cultured cells by immunofluorescence microscopy.

Received two fellowship awards:
2005 - National Research Service Award;
2004 - Cardiovascular Interdisciplinary Program Research Fellowship

Presented platform talk at 2004 Biophysical Society meeting.

Techniques Used:
Molecular Biology - subcloning, PCR, nucleic acid isolation, RT-PCR, construction, expression and purification of GST-fusion proteins and MBP-fusion proteins
Cell Biology - maintainence of mammalian cell lines, immunocytochemisty, fluorescence microscopy, calcium phosphate transfection, adenovirus transfection
Protein Biochemistry - various chromatographies, immunoprecipitation, radioligand binding, sucrose density gradient centrifugation, ELISA

Resume sample (before, cont.)

1998 - 2004 GRADUATE STUDENT
University of North Carolina, Chapel Hill, NC
Laboratory of Dr. Sandy Shore

Created novel enzyme assay for measuring kinetics of phospholipase C activation by m1 muscarinic receptor and Gq. Established conditions for successful co-reconstitution of receptors and Gq into phospholipid vesicles. Modified existing procedures for radioligand binding and enzyme assays to accommodate additional experimental parameters. Developed extensive experience in purification of membrane and soluble proteins from native tissue and Sf9 cells, establishing new and/or improved purification schemes.

Supervised research associate in conducting enzyme assays and ligand binding experiments.

Techniques Used:
Protein Biochemistry - detergent extraction of membrane proteins, ion exchange, hydrophobic, lectin, metal chelate, hydroxylapatite, and gel filtration chromatographies, radioligand binding, phospholipid vesicles made by sonication and gel filtration, phosphorus determination, thin layerchromatography, FPLC, fluorescence spectroscopy (fura-2 and bodipy)

EDUCATION
1991 - 1997 Ph.D. Cell Regulation, University of North Carolina Dept. of Pharmacology
Dissertation: Regulation of phospholipase C-beta 1 by Gq and m1 muscarinic cholinergic receptor Advisor: Sandy Shore GPA - 3.20

1988 - 1991 B.S. Biochemistry; State University of New York, Binghamton GPA - 3.80

PUBLICATIONS
2008 Authors. Title. Molec. Cell. Neurosci. 10, 29-31 * joint first-authorship
2008 Authors. Title, CRC Press. In Press
2005 Authors. Title Nature Genet. 25, 241-245.
2003 Authors. Title. J. Biol. Chem. 27, 99-107.

AWARDS
1995 Crick Memorial Award for Excellence in Research
University of Texas Department of Pharmacology

1991 Award for Excellence in Biochemistry State University New York, Binghamton

The FAB: Feature/Accomplishment Benefit Sheet

- Causes you to re-think the results of your time spent in the lab.
- Forms the basis of your resume
- Prepares you for interviewing
- Helps keep your resume up to date.

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12 Questions To Ask Yourself in Completing Your Feature-Accomplishment-Benefit Sheet

1. **Did you help increase productivity, raise profits or increase efficiency?**
2. **Did you save your employer money?**
3. **Did you devise and/or implement a new system or procedure?**
4. **Did you identify a problem that had been previously overlooked?**
5. **Were you ever promoted? Why?**
6. **Did you train anyone?**
7. **Were any new programs implemented at your suggestion or as a result of your work?**
8. **Did you help to establish any new goals or objectives for your company or department?**
9. **Did you change, in any way, the nature of your job?**
10. **Did you undertake an assignment or project that wasn't part of your job just because you were intrigued with the problem?**
11. **Did you do anything simply to make your own job easier?**
12. **What were the RESULTS of your time being spent there (not papers, but findings. Were they significant? Why?)**

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Sample (after)

Karen Shiner, PhD

University of Iowa
Howard Hughes Medical Institute
400 Grain St.
Ames, Iowa 54321

Tel: (515) 555-1234
Fax: (515) 555-1213
e-mail: kshiner@iowa.edu

SUMMARY

Biochemist with background in G protein-coupled receptor signaling and voltage-gated calcium channels. Broad range of experience in protein biochemistry, expertise in receptor-ligand interactions and enzymology, supplemented with skills in subcloning DNA and cell culture. Strong written and oral communication skills, supervisory experience, and computer skills.

EXPERIENCE

Postdoctoral Fellow ***(laboratory of Dr. Kevin Campbell)*** **2004 - present**
University of Iowa, Howard Hughes Medical Institute

- Discovered that epilepsy and ataxia in *lethargic* mouse not caused by perturbations in P-type channels as previously supposed. Coimmunoprecipitation assays of P/Q- and N-type calcium channels demonstrated b subunit isoform substitution for the b4 subunit, which is lacking in *lethargic* mouse. Collaboration with electrophysiologist revealed P-type calcium currents were unchanged in *lethargic* cerebellar Purkinje cells. Structural and functional rescue of P-type channels argues for more complex pathology.

- Investigated the interaction of calcium channel g subunits with neuronal proteins by yeast two-hybrid and by immunopurification, using polyclonal g subunit antibodies created by constructing fusion protein and peptide antigens, immunizing rabbits, and coupling purified serum to Sepharose.

- Implemented centrifugal gel filtration assay for measuring ligand binding to soluble channels and ELISA for titering antibody.

- Established primary cultures of cerebellar neurons from wild-type and *stargarzer* mice (an animal model of epilepsy) to investigate link between loss of g2 subunit in *stargazer* mice and decreased cerebellar levels of BDNF.

- Trained undergraduate research assistant and supervised honors research project which demonstrated that the g2 subunit is trafficked to the cell membrane independently of other calcium channel subunits.

Sample (after, cont.)

Graduate Student ***(laboratory of Dr. Sandy Shore)*** **1998 – 2004**
University of North Carolina (Chapel Hill, NC)

- Explained incongruous rates in a GPCR signaling pathway by discovering that m1 muscarinic receptor remains bound to Gq during many cycles of nucleotide exchange and hydrolysis in the presence of a GTPase-activating protein (GAP), contrary to the prevailing idea that receptor and G protein dissociate. The observed GTP binding rate is limited by slow association of m1 receptor with Gq, but once associated GTP binds very rapidly. The fast steady-state GTP hydrolysis rates observed can be sustained only if m1 receptor and Gq remain bound through many cycles.
- Discovered mechanism that allows steady-state activation of PLC-b by m1 muscarinic receptor and Gq by creating a new phospholipase assay.
- Established thin layer chromatography method to detect [3H]QNB bound to m1 muscarinic receptor as a way to measure receptor concentration after reconstitution into phospholipid vesicles that contain [3H]PIP2.
- Developed purification of PLC-b1 expressed in Sf9 cells.
- Supervised research associate in conducting enzyme assays and ligand binding experiments.

EXPERIMENTAL APPROACHES

Protein Biochemistry: Detergent extraction of membrane proteins; ion exchange, hydrophobic, lectin, metal chelate, hydroxylapatite, gel filtration, affinity chromatographies; radioligand binding; enzyme assays; FPLC; immunoprecipitation; sucrose density gradient centrifugation; ELISA

Molecular Biology: Subcloning; PCR; nucleic acid isolation

Cell Biology: Maintenance of mammalian cell lines; bacterial cell culture; immunocytochemistry; transient transfection

Other: Production of polyclonal antibodies in rabbit; preparation of phospholipid vesicles; phosphorus determination; thin layer chromatography; fluorescence spectroscopy; fluorescence microscopy

EDUCATION

Ph.D. Pharmacology **1998 - 2004**
University of North Carolina, Department of Pharmacology (Advisor: Sandy Shore)

- Thesis title: *Regulation of phospholipase C-b1 by Gq and m1 muscarinic cholinergic receptor*

B.S. Biochemistry **1994 –1998**
State University of New York, Binghamton GPA - 3.80

AWARDS

National Research Service Award 2002
Cardiovascular Interdisciplinary Program Research Fellowship 1999
Crick Memorial Award for Excellence in Research 1999
Department of Pharmacology, University of North Carolina

PRESENTATIONS

2004 Biophysical Society meeting platform talk. *Title.*

PUBLICATIONS

Use the *Scientific Style and Format: the CBE Manual for Authors, Editors, and Publishers*, Sixth Edition or later.

It is a detailed and authoritative manual recommending both general and scientific publication styles and formats for journals, books, and other forms of publication

RESUME BLUNDERS

- **TOO VAUGE**
- **BASED ON RESPONSIBILITIES / DUTIES** (responsible for…)
- **USE OF "OBJECTIVE" RATHER THAN "PROFILE"**
- **INAPPROPRIATE LENGTH**
- **VISUALLY BORING**
- **MISSPELLINGS and TYPOS**

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OVERCOMING RESUME BLUNDERS

DEFINE YOURSELF

(Use a PROFILE rather than an OBJECTIVE to create a framework)

DETERMINE YOUR ACCOMPLISHMENTS

(Use past tense, active verbs which communicate ‘results accomplished!)

PRESENT MOST RELEVANT INFO IN FIRST TWO PAGES

(publications, talks, patents, etc. should be proof)

MIX SIZE AND STYLE WITH CONSISTENT FONT

(Don’t be visually boring in print)

FOR CHRONOLOGIES, PUT MOST RECENT FIRST

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RESOURCES

- *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* 6th edition, 1994.

  Or Google "CBE Citation Guide"

- *Knock 'em Dead 2008* (The Ultimate Job Seeker's Guide) by Martin Yate

- *Career Opportunities in Biotechnology and Drug Development* by Tony Freedman 2008)

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