Effective Resumes, CVs and Cover Letters for PhDs

Dr. Susan Martin, Program Director
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UMd Career Services

• University Career Center & The President’s Promise
  • Careers4Terps (C4T)
  • workshops, panels, networking events, fairs
  • appointments with me through C4T

• Engineering Co-Op & Career Services
  • Careers4Engineers
  • walk-in 8:30-4:15
  • workshops, events, fairs

• Robert H. Smith School of Business Career Services

• School of Public Policy Career Services
Explore our websites
Susan Martin
Doctoral Candidate, graduating May 2020
English Language and Literature

smart18@umd.edu

Events For You
Attend these recommended events:

- Central Intelligence Agency (CIA)
  Sep 7, 2017 11:00 AM - 12:00 PM
  Information session
  63 going

- Career Shuttle to Wolf Trap
  Sep 8, 2017 8:30 AM - 1:30 PM
  Workshop
  24 going • 4 spot(s) left

What's New
University of Maryland has made an announcement
Virtual Career Center Toolbar
The following links are available for our online tools:
  You can sign up for a new Focus 2 account by going to this website and entering in the code goterps
  https://www.focuscareer2.com/Portal/Login.cfm?SID=438
  InterviewStream
  http://umd-collegepark.interviewstream.com
  GoinGlobal
  http://online.goinglobal.com/default.aspx?accid=2010908ucieiuwy6wq6522ygj4fewgrtdsr6df476wy4h324
  Candid Career
  http://www.candidcareer.com/maryland
FALL CAREER & INTERNSHIP FAIR

XFINITY Center | September 19 & 20
Tuesday Noon–5 p.m.
Wednesday Noon–5 p.m.
go.umd.edu/fairservices

STEM Industries  All Industries

*Cultivating Career Competencies: Navigating USAJobs and the Federal Resume

Thursday, September 14, 2017
4:00pm - 5:30pm
Add to Calendar: Google | ICAL | Outlook
3rd Floor Hornbake Library, South Wing
3100 Hornbake Library, South Wing, 3rd floor

Event Details
Are you interested in applying to federal jobs or internships and are unsure of how to navigate USAJobs? Do you struggle to write your federal resume and unclear about how it differs from a traditional resume? Join us for a workshop led by the US Fish and Wildlife Service to obtain tips on how to search and apply for opportunities on USAJobs and how to develop a winning federal resume.

Please note: This workshop is targeted to students within AGNR and will use some examples from majors within this college, but all UMD students are welcome to attend.

Fall 2017
CAREERS IN
Panels | Networking | Advice

CONSULTING  September 12  6–7 p.m.
WOMEN IN SPORT MEDIA  September 13  5:30–7 p.m.
POLITICAL MEDIA  October 2  5–6 p.m.
INTERNATIONAL AGRICULTURAL DEVELOPMENT  October 10  5:30–7 p.m.
SOCIOLOGY  October 11  4–5 p.m.

SCIENCE MEETS BUSINESS  October 19  4:30–5:30 p.m.
EDUCATION  October 24  4:30–5:30 p.m.
FOOD ACCESS & SECURITY  November 2  4:30–6 p.m.
BIOSCIENCE  November 16  11–1:30 p.m.

Register and learn more at:
go.umd.edu/UCCEvents
Career Self-Management Competencies

1. **Know yourself** (interests, skills, and values). Communicate convincingly about your transferable skills and strengths.

2. Able to **name the specific type of jobs** you are looking for within specific **industries** and understand the qualifications and typical career paths.

3. Keep up with discipline/industry trends. **Continue to develop** required skills.

4. Effectively build, maintain and utilize your **professional network** at all stages of your career. Use it for gaining information, job search assistance, and identifying opportunities.

5. Manage a professionally branded and **effective online presence**.


7. Able to **draft, edit and tailor documents** (CV, resume, cover letters, email correspondence, letters of acceptance and decline...).

8. Master the art of **effective interviewing**.

9. Able to effectively **negotiate and accept/decline offers**.

10. Accepts **responsibility** for ongoing career and professional development. Maintains **positive mindset** and demonstrates resilience.
PhD Career and Professional Development Resources

Self-Assessment (Interests, Skills, Values, Strengths and Personality)
- [myIDP](https://myidp.gmu.edu) for STEM majors
- UMD Counseling Center (Strong Interest Inventory, MBTI)
- Gallup [Strengths Finder 2.0](https://www.gallup.com)
- Review of various Online Career Assessment Tools from Quintessential Careers
- National Postdoctoral Association Core Competencies Self-Assessment Checklist

Career Planning Tools and Individual Development Plan Forms
- [Developing a Strategic Vision for Your Career Plan](https://quintessentialcareers.com) (on the Quintessential Careers site)
- [myIDP](https://myidp.gmu.edu) for STEM majors
- Imagine PhD (for humanists and social scientists; expected in October 2017)
- University of Wisconsin Individual Development Plan
- University of California-Irvine Individual Development Plan

Career Exploration
- Industry Guides
- [Versatile PhD](https://www.versatilephd.com) specifically for UMD students; Career Finder section
- [Vault](https://www.vault.com) and other resources in C4T
- [O-Net Online](https://www.onetonline.org)
- [Occupational Outlook Handbook](https://www.bls.gov)
- Professional association websites
- Conduct some Information Interviews ([MIT website](https://www.mit.edu))
- Seek advice from UMD Alumni

Building Your Professional Network
(for Career Exploration, Job Search, and Future Career Advancement)
- Departmental, College, and Graduate School events
- University Career Center & The President’s Promise [Networking Tips](https://www.umd.edu)
- Graduate student organizations (through UMD Orsycg)
- National and regional associations
- LinkedIn (UMD Alumni LinkedIn Group)
- [Terrapins Connect](https://www.umd.edu) (alumni networking & advice)
Introductions

• Name

• Program and year in your studies (i.e. Anthropology, first year) or Postdocs name unit, where and when earned PhD

• When was the last time you wrote/updated your resume and/or CV?

• What one thing do you hope to gain from this workshop?
Today’s take-aways - You will:

1. Be able to describe the difference between a resume and CV and when each should be used.

2. Increase your knowledge and application of basic principles for creating high quality, tailored resumes, CVs and cover letters.

3. Familiar with credible resources you can use later as you revise your materials.

4. Be motivated to actively plan and engage in your career and professional development using available resources like Versatile PhD and career-related events.
Session Plan

• 15 minutes - Resources/Intros
• 20 minutes - CV and Resume basics
• 30 minutes - Versatile PhD Example
  • Review CV & Resume
  • Job Description and Cover Letter
  • Read and discuss journey to a job
• 15 min Q&A about examples
Activity #1:

Discuss the following questions at your table:

1. What is the difference between a CV and a resume in terms of:
   a. primary use?
   b. focus and content?
   c. format?
## CV vs. Resume?

<table>
<thead>
<tr>
<th></th>
<th>Academia, Faculty</th>
<th>Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Document for Experiences</strong></td>
<td>CV</td>
<td>Resume</td>
</tr>
<tr>
<td><strong>Employer Values in the Search</strong></td>
<td>Detail &amp; thoroughness, pedagogy &amp; philosophy, shared decision making</td>
<td>Brevity, practicality, value added, efficiency; limited to 1-2 pages (2 for PhDs or for those with more experience)</td>
</tr>
<tr>
<td><strong>Key Skills</strong></td>
<td>Research, publishing, teaching</td>
<td>Varies based on position (example skills: analytical, interpersonal, teamwork)</td>
</tr>
<tr>
<td><strong>Additional Documents &amp; Tools</strong></td>
<td>Teaching statement/philosophy, portfolio, LinkedIn</td>
<td>Portfolio, LinkedIn used more widely</td>
</tr>
</tbody>
</table>

- CVs are used when searching for an academic position
- CVs are an extensive list of accomplishments and activities. Remember peer reviewed research, teaching, and academic service activities are primary focus
- Resumes are focused on skills and describing outcomes/value added by you.
- Resumes are tailored for the specific job/company

Source: UC-Davis Internship and Career Center Website
https://icc.ucdavis.edu/materials/resume/resumecv.htm
CVs of Competitive Tenure Track Applicants provide evidence of:

- **Productivity**
  - major publications
  - refereed journal articles
  - grants
  - high profile conference activity
  - invited talks
  - substantive solo teaching experience

- **Service**
  - Departmental and College/School Committees
  - Advising and mentoring of undergraduates
General Formatting Guidelines

- Consistent formatting, one font.
- One inch margins, single spaced, 12 point type.
- Headings in all caps and bold. Subheadings in bold.
- One or two blank lines before each new heading.
- Typically no bullets—except if preparing a HYBRID.
- No boxes or column formatting.
- Year of entries left justified.
- No narratives, paragraphs explaining books or articles, grants/fellowships.
- Some advisors recommend a dissertation abstract.
CV sections

**HEADING** (Name in 14 pt., Curriculum Vitae under name 12 pt., address, phone, email, website)

**EDUCATION** (always first, descending order; Ph.D., M.A., B.S)

- include dissertation title and advisor if ABD, or during first year of graduation

**PROFESSIONAL APPOINTMENTS** (postdocs go here; contract positions not adhoc positions, not TA, GA, or RA)
Sections Continued

**PUBLICATIONS** (books, edited volumes, refereed journal articles, book chapters, conference proceedings, manuscripts in submission, manuscripts in progress, book reviews, web based publications, other publications)

- can use these subheadings to organize
Rest of the CV  
(presents the best you possible)

<table>
<thead>
<tr>
<th>AWARDS AND HONORS</th>
<th>SERVICE TO PROFESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANTS AND FELLOWSHIPS</td>
<td>DEPARTMENTAL/UNIVERSITY SERVICE</td>
</tr>
<tr>
<td>INVITED TALKS</td>
<td>ADDITIONAL TRAINING</td>
</tr>
<tr>
<td>CONFERENCE</td>
<td>NONACADEMIC WORK</td>
</tr>
<tr>
<td>ACTIVITY/PARTICIPATION</td>
<td>TEACHING AREAS</td>
</tr>
<tr>
<td>CAMPUS/DEPARTMENTAL TALKS</td>
<td>LANGUAGES</td>
</tr>
<tr>
<td>TEACHING EXPERIENCE</td>
<td>PROFESSIONAL MEMBERSHIPS</td>
</tr>
<tr>
<td>RESEARCH EXPERIENCE</td>
<td>REFERENCES</td>
</tr>
</tbody>
</table>
CV Examples
Documents beyond the CV
(talk to your advisor, mentors, TLTC)

1. Teaching Statement
2. Evidence of Teaching Effectiveness (Teaching Portfolio)
   a. sample syllabi
   b. list of courses
   c. summary of evaluations and complete evaluations for one or two courses
   d. proposed course descriptions
3. Research Statement
4. Diversity Statement
CV & Other Academic Job Search Document Resources

- Your advisor, mentors, other faculty, department
- Books (*The Professor is In, The Academic Job Search*)
- Professional association resources (i.e., MLA)
- Teaching & Learning Transformation Center
- CIRTL courses (STEM faculty preparation)
- Versatile PhD examples of Resume vs. CV
RESUMES
Resume Basics

• For jobs in industry, nonprofits, government (different format)
• Is focused on SKILLS and RESULTS/OUTCOMES
• Typical time spent reviewing a resume is 10-30 seconds
• Formatting matters
• Need to QUICKLY and EFFECTIVELY communicate your skills to that job
• Sole purpose of the resume is to get you to the next phase of the selection process
• Must tailor your resume to each position
Resumes: What you must do

1. Create a “master” resume of all your experiences for future use.
2. Tailor each resume. Use the position description to decide what to include.
3. Pick a standard and consistent format.
4. Create powerful bullets-specifics & action verbs
5. Focus on accomplishments NOT just responsibilities
6. Revise & edit very carefully.
Cover Letters

Paragraph 1: The position you are applying for, how you found out about it, and a sentence about why you are qualified.

Paragraphs 2 & maybe 3: Explain your qualifications. Demonstrate fit between your skills and position. Provide a narrative. Discuss why you are interested in this organization.

Closing paragraph: Express desire to discuss your qualifications in an interview.
Versatile PhD: Create Account using this URL
http://apps.gradschool.umd.edu/versatilephd

Get Started!
- Discover interesting career paths
- Consult the community
- See job listings appropriate for PhDs
- Network with successful PhDs nationwide
- Attend local meetups
ACTIVITY: Versatile PhD Example - Joe

1. Compare the CV and Resume. Discuss the differences you observed.
2. Review the job posting. What are the main skills sought/described?
3. Discuss how the resume was targeted toward that posting. How easily can the reader see the desired skills? Are there any improvements needed?
4. Review the cover letter. How is it targeted toward the posting? What was effective? What would you change?
Group Discussion about Joe’s Narrative

1. What surprised you most about the journey/story of this PhD’s to a satisfying job?

2.

3. Did anything about the example really resonate with your experiences or thoughts?

3. Is there any advice or wisdom in the narrative that you plan to apply to your own career planning or job search activities during this year?
Seek advice from your mentors and peers
Attend other workshops
Review the career events calendar
Use content on the Grad School and Career Center’s websites and other resources in this presentation.
Make appointments in C4T
Follow me on Twitter: @UMDPHDCCareers