

Write a Professional Resume

Lecture by Jun-An CHEN 陳俊安

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Resume vs. CV

Resume 簡歷

- Industry positions
- Selected **experience**
- 1-3 page summary
- **Publication is less important**
- Self-promotion expected
- References not listed

NIH Biosketch

Curriculum Vitae (CV) 完整履歷

- **Academic/research** positions
- List **all** experiences
- Unlimited length
- List **all publications**
- List the facts
- Contact information of **references** are listed

Sections in a Resume

- Name (inc original: Jun-An **CHEN**, 陳俊安)
- Contact Information
- Degrees Conferred & Date
- Positions Held including duration and location (city, state)
- Skills
 - Technical: **programming languages**, software, experimental skills.
 - Languages: Mandarin Chinese
- Hobbies or Interests (optional)
- Objective or Summary
- **QR** code/**ORCID** ID/**Twitter** becomes popular
- (IG and Facebook are less used in professional CV)

Don't put these on your resume

- Experiences irrelevant to your ability to do the job (good swimmer, excellent cook, etc).
- Personal information (*This is US exclusive, many European and Asian resumes require them)
 - Gender
 - Nationality
 - Date of birth
 - Ethnicity
 - Photo
 - not listing very basic skills that everyone can do
- Unprofessional language
 - ifuckinluvsci@gmail.com
 - peterjunk@gmail.com
 - hatemyboss@Hotmail.com
 - TIGProcks@facebook.com

Formatting: Be **Clear** and **Concise**

- Tailor the layout to target position
(editor, patent lawyer, industry, college, research institution, etc)
- Use **consistent fonts**, size 10-12 or above, Larger, **Bold**, underline, ALLCAPS, *Italic*, or combined for emphasis
- Leave **adequate** white space, but not too **exaggerated**
- List experiences in **reverse-chronological** order
- Line up dates & align tables
- **Proofread**; Ask a friend (or experienced senior) to proofread for you

HEADING OR MOST IMPORTANT DIVIDER

Next Most Important

Next most important item

- *Least Important item or content and description*

Education

Boston University

2015

(expected)

M.S. in Electrical Engineering

National Chiao Tung University

2012

B.S. in Electronics Engineering

SKILLS

Molecular Biology

RNA and DNA isolation, cDNA library construction

Bioinformatics

Multiple sequence alignment, protein structural analysis

Computer Skills

Word processing, spreadsheets, databases, web publishing

Language

Mandarin Chinese

Emphasize on Skills

- Technical
 - Computer software, **programming**, experimental
- Communication
 - Writing, **publishing**, **presentation**
- People Skills
 - Leadership
- International
 - Language (Mandarin, Taiwanese, Japanese, Spanish, etc)
- Entrepreneurial
- Administration and Management
- Arts and Creative

Market Yourself Using **Action Verbs**

- **Conducted** patch-clamp experiments
- **Developed** a high-throughput screening assay
- **Designed** and **fabricated** microfluidic device
- **Improved** sensing performance of chip
- **Investigated** analytical properties of polymers
- **Organized** a conference for process chemists
- **Administered** office supply orders and payroll

Show Your Achievements with **Numbers**

- CAR
 - Challenge
 - Action
 - Result
- Measured the strength of **700+** terminators.
- Raised **\$7000** from private foundations.
- Led team to become a finalist in the **100k** entrepreneurship competition (**6** out of **75** teams).
- [This how I write reference for my people!](#)

Somes tips

- CV is a work in progress and should be **revised regularly** as you develop your professional career.
- A good **cover letter** is equally important (TIGP-MCB program offers a complete course for career development)!
- Different **versions** for academic, teaching, and industry positions

Example/Exercise

Yi-Chun (Jennifer) Chen

128 Academia Rd, Taipei, Taiwan ■ 0933-555-123 ■ yichun.chen@gmail.com

Education

Taiwan International Graduate Program, Academia Sinica, Taiwan

Expected 2018

Ph.D. in Molecular and Cellular Biology; GPA: A- level

National Taiwan University, Taiwan

2008-2012

B.S. in Biochemistry; GPA 4.0/4.0; graduated with honors

Research Experiences

Dr. Sharad Ramanathan, Academia Sinica

2012-present

Graduate Researcher

Studying how the dynamics of neural activity control chemotaxis in *Caenorhabditis elegans*

Closely collaborating with four colleagues from physics, engineering, mathematic, and genetics background.

Resulted in a publication in Nature (co-first author), three conference presentations, artwork selected as 2015 MCB departmental retreat t-shirts and program cover

Received National Science Foundation (NSF) Graduate Research Fellowship

Dr. Steven L. McKnight, University of Texas Southwestern Medical Center

2008, 2009, 2011 summer

Summer internship: Characterized the morphology deficits of a mutant mice with a collaborator and contributed to a publication in Cell and a conference abstract

Dr. Yu-Min Li, National Taiwan University, Taiwan

2009-2011

B.S. thesis: Awarded a research grant for college students

Dr. Penghu Huang, Academia Sinica, Taiwan

2006-2007

Leadership Experiences

Graduate Student Career Development Consortium

2017

Co-Chair

- Co-organized a 1.5 day conference with 300 participants, 3 keynotes (VP of Genentech, Sr. Director of DuPont China, Time magazine's Man of the Year), 3 panels and a career fair to foster interactions between academia and industry.

Harvard vs. MIT Case Competition

Co-VP

2017

- Leveraged connections and recruited 7 leaders in case-related industry to be mentors of case competition participants.
- Coordinated students from Harvard and MIT to organize a 1 day industry mentoring session with 80 participants.

Captain of

- **AS Intramural Volleyball Team B (2016):** Set up weekly practice logistics with Team A captain and eventually led the team to 2nd place next academic year.
- **AS Taiwanese Student Association Volleyball Team (20012-):** Arranged weekly practices with 14 teammates and won 2012 and 2014 volleyball competition against MIT Taiwanese Student Association in Sports Day
- **National Taiwan University Departmental Women's Volleyball Team (2009-2011):** Revived the team, recruited a coach, set up practice logistics and team rules, organized 6 training camps, won third prize in National Taiwan Food Science Cup.

Other Experiences and Skills

Business: Pioneers of Harvard Business School online courses (HBX, 2017); Boston University Graduate School Consulting Club Nanocase workshop (2017); Healthcare Innovation & Commercialization (HIC) workshop (2016)

Computer: Microsoft Excel, Power Point, Word, MATLAB, LabVIEW, Mathematica

Biology: Expert in *C. elegans* neuroscience, applications of optogenetics, and techniques in neurobiology (mice, *C. elegans* and tissue culture), molecular biology, and biochemistry.

Teaching: Teaching fellow at Academia Sinica for MCB 80 (Neurobiology, 2014) and MCB 52 (Molecular Biology, 2013)

Language: English, Mandarin Chinese

Interests: Piano, electronics, robotics, volleyball, ceramics

After

Yi-Chun (Jenny) Chen

128 Academia Rd, Taipei, Taiwan ■ 0933-555-123 ■ yichun.chen@gmail.com

Education

Taiwan International Graduate Program, Academia Sinica, Taiwan

Expected 2018

- PhD candidate in Molecular and Cellular Biology
- Selected as the first 500 pioneers to attend Harvard Business School online courses (HBX, 2017)

National Taiwan University, Taiwan

2008-2012

- B.S. in Biochemistry; GPA 4.0/4.0; graduated in the top 5%

Research Experiences

Dr. Sharad Ramanathan Lab, Academia Sinica

2012-present

Graduate Researcher: Studying the neural circuit for finding food in *Caenorhabditis elegans* by controlling and monitoring neural activity with customized microscopy and programming.

- Published a co-first author paper in Nature, **one of the top 3 journals in the field**
- Selected **from 50 applicants as one of 5 speakers** for a regional conference and presented to an audience of **200**.
- **Closely collaborating** with four colleagues from physics, engineering, mathematics, and biology.
- **Created** an artwork based on my research with an artist, **selected** as departmental retreat t-shirts and program cover
- Received National Science Foundation (NSF) Graduate Research Fellowship (**2000 awardees out of 13000 applicants**)
- Self-taught **MATLAB**, LabVIEW and Mathematica and applied them to analyze research data

Dr. Steven L. McKnight Lab, University of Texas Southwestern Medical Center

2008, 2009, 2011 summer

Summer intern: Characterized the morphology and molecular deficits of a mutant mouse with behavioral abnormalities

- Established a staining technique and contributed to a publication in **Cell, one of the top 3 journals in the field**

Dr. Penghu Huang Lab, Academia Sinica, Taiwan

2006-2007

High school researcher: Studied how hormones regulate the development of earstones in fish

- Awarded first prize from Biological Programs for Selected Senior High School Students in Academia Sinica (200 out of 2300 students from all of Taiwan finished the program in the past 20 years).

Leadership Experiences

Graduate Student Career Development Consortium

2017

Co-Chair: Led 20 people to organize a 1.5 day symposium with 300 participants, 3 keynotes (VP of Genentech, Sr. Director of DuPont China, Time magazine's Man of the Year), 3 panels and a career fair.

- Out of state participants increased 50% by promoting the symposium US-wide on social media
- All sessions were rated at least 4.0/5.0; 90% survey respondents indicate they will attend the conference next year (not entirely necessary for an academia job)

Harvard vs. MIT Case Competition

2017

Co-VP: Delegated a team of 15 people from Harvard and MIT to organize a 1 day mentoring session with 80 participants.

- Mentors for each team increased from 3 to 6 by restructured the session from last year

Captain of

- **Boston University House Intramural Volleyball Team B (2016):** Led the team from not qualified for playoffs to 2nd place next academic year by planning weekly practice with Team A captain (not entirely necessary for an academia job, example as great leadership)
- **National Taiwan University Departmental Women's Volleyball Team (2009-2011):** Revived the team and led the team to win 3rd prize in National Taiwan Food Science Cup by

Other Experiences and Skills (Took out unnecessary info)

Languages: English, Mandarin Chinese (Chinese literary allusions competition: 3rd out of 30 teams from all non-

NIH biosketch, particularly for life science researcher!

~using my personal CV/biosketch as an example