

Write a Professional Resume

Lecture by Jun-An CHEN 陳俊安

April 20th, 2023

Resume vs. CV

Resume 簡歷

- Industry positions
- Selected **experience**
- 1-3 page summary
- **Only major representative publications**
- 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/descriptions
- 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/**X** 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 professional) 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. Yu-Min Li Lab, National Taiwan University, Taiwan

2009-2011

B.S. researcher: Characterize a molecular mechanism associated in Alzheimer's disease.

- Awarded a research grant for college students (**1802/4296, 41.95%**)

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-

A new format- Narrative CV

Why use a narrative CV (story telling)

In enabling a broader range of people to evidence a wider variety of **skills** and **experience**, it helps see the whole person, helping identify the **best** people and ideas to be supported to flourish. This aligns with several areas including:

- responsible research assessment
- equality, **diversity** and inclusion
- career, skills and talent development
- enabling increased **movement between roles**, sectors and disciplines across the global R&I community

By adopting best practice and aligned approaches it helps minimise the burden and reduces unnecessary bureaucracy.

Traditional Resume

JASON BROWN

888 Any Street, Any City, Anywhere 88888 ☎ (888) 888-8888 ✉ Resumesample@gmail.com

Professional Skills

Equipment Operator | Audit | Communication | Interpersonal Skills | Asset Management | Inventory Supervising | Training & Coaching | Merchandiser | Documentation | Advising | Vendor Engagement | Forklift Operator | Compliance | Adaptability | Performance | Logistics | Flexibility | Lock Out/Tag Out

PROFESSIONAL EXPERTISE

735th AIR MOBILITY SQUADRON (AMC), JBPHH, HI 2016–2018
AF Civilian WG-06 6907 Materials Handling (Material Handler)
As a material handler for the 735th AMC, I was responsible for Cargo processing, MISC, MHE, and Fleet Service. Loaded and unloaded in-bound and out-bound trucks and aircraft shipments. Also responsible for providing training and OJT for new employees and Airmen. Maintained all annual training requirements. Operated 4-15k forklifts (including 10K AT forklifts) and Lattice Service trucks. Performed inventories of cargo bays and grid locations.

- Loaded/unloaded in-bound and out-bound trucks and aircraft
- Buildup and breakdown pallets and pallet trains, processed cargo/mail/pallets/rolling stock using GATES
- Cleaned aircraft floors, seating areas, lavatories and ATGLs, removed all foreign and domestic trash from aircraft
- Maintained flight line driving qualifications and performed operator inspections
- Provided training/OJT, maintained training requirements, provided customer service, security, and followed safety instructions
- Ensured spills of waste products are cleaned and disposed of IAW governing directives

EXPRESS EMPLOYMENT PROFESSIONALS, Pearl City, HI 2016
Warehouse Associate/Forklift Operator (Forklift Operator)

Was responsible for the warehouse operations for transporting materials within the warehouse, loaded and unloaded incoming and outgoing supply shipments. Also responsible for locating and moving stock of products to pallets or crates for storage and shipment. Maintained all assigned equipment, ensured safety checks were performed before and after use of all forklifts during shift.

- Supervised general maintenance for all equipment and performed safety checks on industrial forklifts
- Loaded and unloaded shipping materials such as boxes and pallet materials
- Completed all forklift operator training
- Weighed materials, and recorded weight and other production data on tags
- Documented and maintained assigned equipment condition on a daily basis
- Pulled and prepared product for shipment in an efficient manner to meet customer service standards

MARTINREA INTERNATIONAL INC., Hopkinsville, KY 2014–2016

Warehouse Associate/Forklift Operator (Manufacturing Supplier)

As a forklift operator I was responsible for the operation of the industrial forklift to transport materials within the warehouse, loaded and unloaded truck trailers or shipping containers. Maintained the equipment, machines, and electrical components. Took charge of general maintenance, reporting of mechanical breakdown and or electrical equipment failure, machines, and other associated working equipment. Performed work in docks, warehouses, indoor/outdoor and or industry settings.

- Moved controls, devices, and levers to drive forklifts of industry to transfer materials between unloading, processing, loading, and storage areas
- Organized and secured stored materials such as bales, super sacks, boxes, pallets, etc.
- Loaded or unloaded materials manually, off or on to pallets, platforms, skids, or lifting devices
- Performing routine post and pre inspections to ensure suitable working nature or forklift equipment
- Reporting to supervisor regarding any damage to racks, faulty equipment, or any other safety hazards
- Consulting, working, and coordinating with supervisors, managers, equipment manufacturers, and employees regarding unloading and loading operations

RED LOBSTER, Hopkinsville, KY 2013–2015

Food Service Personnel/Utility Worker (Hospitality)

Responsibilities included ensuring the cleanliness of dishware, work stations, and restrooms so that the team can provide a refreshing seaside dining experience. Upholding the appearance standard of the restaurant by taking out the trash and maintaining the grounds and ensuring all supplies readily available for the team's success.

Narrative Resume

JASON BROWN

☎ 888 Any Street, Any City, Anywhere 88888 ☎ 888.888.8888 ✉ JasonResumesample@gmail.com

Jason started his career in logistics by working at ABC Distribution Center as a warehouse associate and forklift operator. In these roles, he was in charge of the delivery of goods and merchandise to their proper destinations, which involved receiving and unloading trailers, breaking down merchandise, and building and stretch wrapping pallets. He employed his knowledge of lock out/tag out (LOTO) procedures in handling equipment as well as training other personnel.

Through his dedication and commitment in providing excellent service, Jason received a management position at BP Materials as warehouse supervisor. In this role, he further honed his abilities in warehouse management, including safety, equipment, inventory, and maintenance. Through his leadership and communication aptitudes, he recruited, trained, supervised, and mentored employees.

Due to his spouse receiving deployment overseas for the United States Army, Jason took a break in his career. Upon his return, he took a stint within the hospitality industry, where he spent two years working as a food service personnel and utility worker at Red Lobster. In these roles, Jason was responsible for cleaning dishware, workstations, and restrooms. Even while working in a restaurant, he still showed a deep interest in logistics as evidenced by his experience in providing assistance to the stock and utility personnel with inventory, receiving, verification, stocking, and tracking. Prior to his tenure at Red Lobster, he was the food service personnel at Wolf Management where he aided with the setup and delivery of food from counters and steam tables.

Despite being in hospitality and restaurants, Jason's passion still lied within logistics. In 2014, he rejoined the industry by working as warehouse associate and forklift operator at Martinrea International Inc. He utilized an industrial forklift to transport materials within the warehouse as well as load and unload truck trailers and shipping containers. With his understanding of different equipment, Jason maintained the machines and electrical components, while performing general maintenance duties.

In 2016, Jason held the position of warehouse associate and forklift operator at Express Employment Professionals where he took charge of warehouse operations for transporting materials within the warehouse; as well as the loading and unloading of incoming and outgoing supply shipments. Applying his organizational capabilities, Jason located and moved stock of products to pallets and crates for storage and shipment. In addition, he measured and encoded weight of materials to tags. To meet customer service standards, he expertly pulled and prepared products for shipment, as well as maintained optimal equipment condition on a daily basis.

Finally, from 2016 to 2018, Jason took on the role of material handler for the 735th Air Mobility Squadron stationed at Joint Base Pearl Harbor-Hickam in Hawaii. In this role, he was in charge of cargo processing, material handling equipment, and fleet service, which involved loading and unloading in- and out-bound trucks and aircraft shipments. With his analytical skills, Jason maintained flight line driving qualifications, conducted operator inspections, and ensured proper cleaning and disposal of spilled waste products. His leadership abilities came to the fore when he facilitated training for new employees and airmen, thus achieving and maintaining all annual training requirements. Consequently, he received various forklift certifications, including 4K, 10K, and 15K. Due to his outstanding efforts in his position, Jason obtained the Air Force Civilian Certificate of Achievement, along with two bonuses from yearly performance assessments.

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EXPRESS EMPLOYMENT PROFESSIONALS, Pearl City, HI

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What is the difference in a narrative CV/Resume?

- It's a complete detailed view of your [work experience](#). Usually less <2 pages
- Your value comes to life on paper.
- It brands your story to help you connect with your reader.
- Your job application is presented in an intriguing yet memorable way.
- It piques your reader's interest, leading them to want to meet with and learn more about you.

JASON BROWN

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A CV/Resume without **reference** (esp your PhD/postdoctoral letters), and with **gap** years always caught recruiters' concerns

Remember: A well-written **narrative resume** helps hiring managers to imagine you holding the **target post**.

New NIH biosketch (narrative like),
particularly for life science researcher!

~using my personal CV/biosketch as an example