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# R'Grad Professional Pathway Series: CV to Resume

R' GRAD | professional pathways

*Resources and Guidance to Empower Your Future*

# Agenda

Formatting

Purpose of a Curriculum Vitae and Resume

Main Ingredients of a Resume

Writing Accomplishment Statements

What Employers Look For

What story do you want to tell?

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# CV vs Resume – what are the differences?

*The Terms CV & Résumé are used interchangeably often*

- Academia professionals may use CV even though a one page “resume” is acceptable
- International opportunities commonly use CV even though 1 page résumé are acceptable
- Industry Employers may use CV even though they PREFER one-page Resumes
- The “Traditional” CV is more common in Research or Academic settings

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# Formatting

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## CV

- Academic credentials, funding, teaching, services, awards
- No restriction on length
- One inch margins, 12 point font size, double spaced
- Avoid including personal information, hobbies, interests, and irrelevant work experience

## Resume

- Relevant skills, work experience, relevant information higher up on resume, target to the position
- 1 to 2 pages
- 1/2 – 1 inch margins, single spaced, 10 to 12 point font size
- Avoid unedited list of publications, presentations, conferences, courses taught, past 10 years of experience

# Formatting

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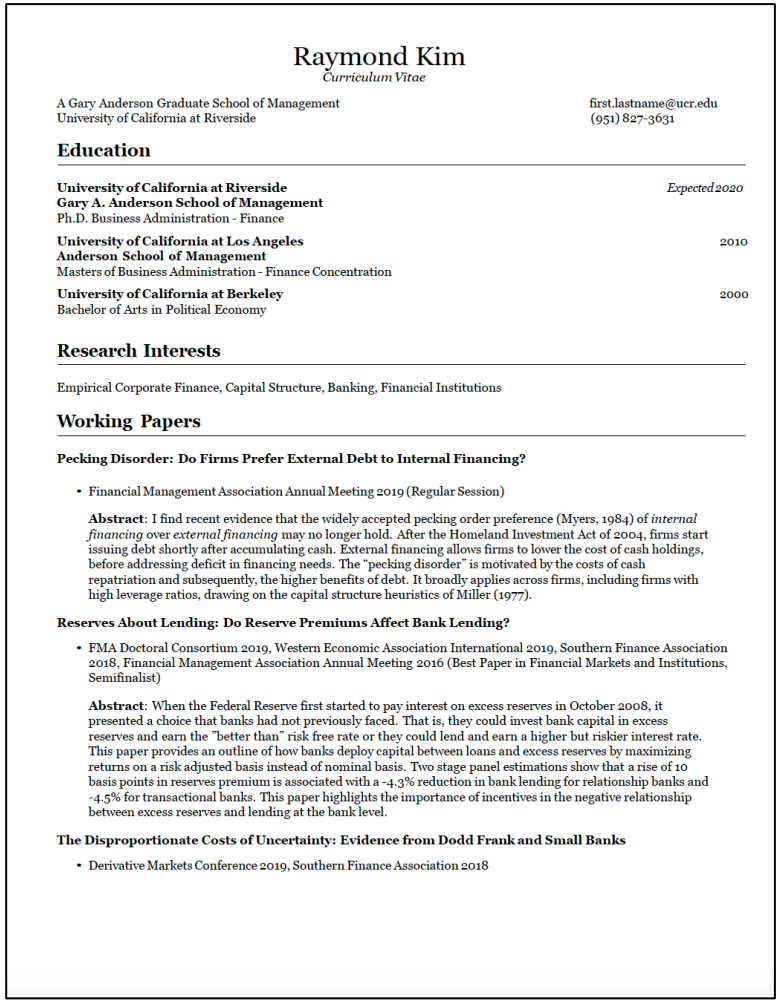
# Purpose of a CV

- "Story of one's life"
- Academic achievements organized around 3 pillars: Research, Teaching and Service
- Used for academic jobs, fellowships, grants, research-intensive organizations, teaching and postdoctoral scholar applications
- Mostly used by PhD students



Raymond Kim
*Curriculum Vitae*

A Gary Anderson Graduate School of Management
University of California at Riverside

first.lastname@ucr.edu
(951) 827-3631

**Education**

**University of California at Riverside** — *Expected 2020*
**Gary A. Anderson School of Management**
Ph.D. Business Administration - Finance

**University of California at Los Angeles** — 2010
**Anderson School of Management**
Masters of Business Administration - Finance Concentration

**University of California at Berkeley** — 2000
Bachelor of Arts in Political Economy

**Research Interests**

Empirical Corporate Finance, Capital Structure, Banking, Financial Institutions

**Working Papers**

**Pecking Disorder: Do Firms Prefer External Debt to Internal Financing?**

- Financial Management Association Annual Meeting 2019 (Regular Session)

**Abstract**: I find recent evidence that the widely accepted pecking order preference (Myers, 1984) of *internal financing* over *external financing* may no longer hold. After the Homeland Investment Act of 2004, firms start issuing debt shortly after accumulating cash. External financing allows firms to lower the cost of cash holdings, before addressing deficit in financing needs. The "pecking disorder" is motivated by the costs of cash repatriation and subsequently, the higher benefits of debt. It broadly applies across firms, including firms with high leverage ratios, drawing on the capital structure heuristics of Miller (1977).

**Reserves About Lending: Do Reserve Premiums Affect Bank Lending?**

- FMA Doctoral Consortium 2019, Western Economic Association International 2019, Southern Finance Association 2018, Financial Management Association Annual Meeting 2016 (Best Paper in Financial Markets and Institutions, Semifinalist)

**Abstract**: When the Federal Reserve first started to pay interest on excess reserves in October 2008, it presented a choice that banks had not previously faced. That is, they could invest bank capital in excess reserves and earn the "better than" risk free rate or they could lend and earn a higher but riskier interest rate. This paper provides an outline of how banks deploy capital between loans and excess reserves by maximizing returns on a risk adjusted basis instead of nominal basis. Two stage panel estimations show that a rise of 10 basis points in reserves premium is associated with a -4.3% reduction in bank lending for relationship banks and -4.5% for transactional banks. This paper highlights the importance of incentives in the negative relationship between excess reserves and lending at the bank level.

**The Disproportionate Costs of Uncertainty: Evidence from Dodd Frank and Small Banks**

- Derivative Markets Conference 2019, Southern Finance Association 2018

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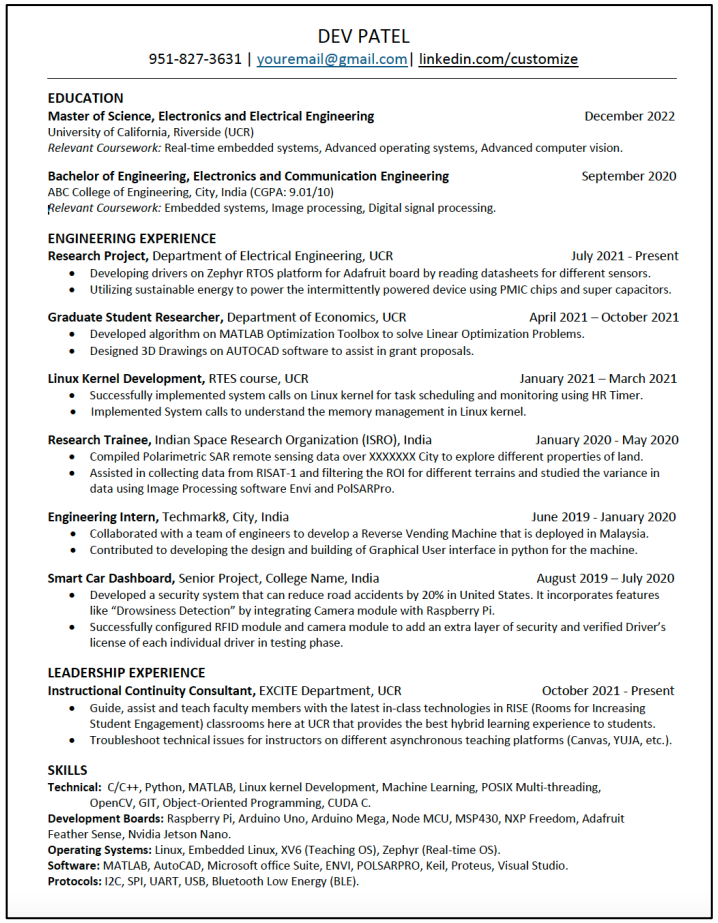
# Purpose of a Resume

- Snapshot of professional experience
- Establish qualifications and credentials
- Highlight & tailor specific skill sets and accomplishments, relevant background
- Incorporates technical, soft and transferrable skills
- Used for nonprofit, government, business, consulting and other industries



DEV PATEL

951-827-3631 | youremail@gmail.com| linkedin.com/customize

**EDUCATION**

**Master of Science, Electronics and Electrical Engineering** December 2022
University of California, Riverside (UCR)
*Relevant Coursework:* Real-time embedded systems, Advanced operating systems, Advanced computer vision.

**Bachelor of Engineering, Electronics and Communication Engineering** September 2020
ABC College of Engineering, City, India (CGPA: 9.01/10)
*Relevant Coursework:* Embedded systems, Image processing, Digital signal processing.

**ENGINEERING EXPERIENCE**

**Research Project,** Department of Electrical Engineering, UCR July 2021 - Present
- Developing drivers on Zephyr RTOS platform for Adafruit board by reading datasheets for different sensors.
- Utilizing sustainable energy to power the intermittently powered device using PMIC chips and super capacitors.

**Graduate Student Researcher,** Department of Economics, UCR April 2021 – October 2021
- Developed algorithm on MATLAB Optimization Toolbox to solve Linear Optimization Problems.
- Designed 3D Drawings on AUTOCAD software to assist in grant proposals.

**Linux Kernel Development,** RTES course, UCR January 2021 – March 2021
- Successfully implemented system calls on Linux kernel for task scheduling and monitoring using HR Timer.
- Implemented System calls to understand the memory management in Linux kernel.

**Research Trainee,** Indian Space Research Organization (ISRO), India January 2020 - May 2020
- Compiled Polarimetric SAR remote sensing data over XXXXXXX City to explore different properties of land.
- Assisted in collecting data from RISAT-1 and filtering the ROI for different terrains and studied the variance in data using Image Processing software Envi and PolSARPro.

**Engineering Intern,** Techmark8, City, India June 2019 - January 2020
- Collaborated with a team of engineers to develop a Reverse Vending Machine that is deployed in Malaysia.
- Contributed to developing the design and building of Graphical User interface in python for the machine.

**Smart Car Dashboard,** Senior Project, College Name, India August 2019 – July 2020
- Developed a security system that can reduce road accidents by 20% in United States. It incorporates features like "Drowsiness Detection" by integrating Camera module with Raspberry Pi.
- Successfully configured RFID module and camera module to add an extra layer of security and verified Driver's license of each individual driver in testing phase.

**LEADERSHIP EXPERIENCE**

**Instructional Continuity Consultant,** EXCITE Department, UCR October 2021 - Present
- Guide, assist and teach faculty members with the latest in-class technologies in RISE (Rooms for Increasing Student Engagement) classrooms here at UCR that provides the best hybrid learning experience to students.
- Troubleshoot technical issues for instructors on different asynchronous teaching platforms (Canvas, YUJA, etc.).

**SKILLS**

**Technical:** C/C++, Python, MATLAB, Linux kernel Development, Machine Learning, POSIX Multi-threading, OpenCV, GIT, Object-Oriented Programming, CUDA C.
**Development Boards:** Raspberry Pi, Arduino Uno, Arduino Mega, Node MCU, MSP430, NXP Freedom, Adafruit Feather Sense, Nvidia Jetson Nano.
**Operating Systems:** Linux, Embedded Linux, XV6 (Teaching OS), Zephyr (Real-time OS).
**Software:** MATLAB, AutoCAD, Microsoft office Suite, ENVI, POLSARPRO, Keil, Proteus, Visual Studio.
**Protocols:** I2C, SPI, UART, USB, Bluetooth Low Energy (BLE).

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# Applicant Tracking System (ATS)

- Use nouns indicating specific job functions, skills, responsibilities (see detailed job description to select key words to use)

- Look for repetitive wording in the job description and include keywords in skills and experience sections

*"An estimated 95% of Fortune 500 companies currently use an ATS to manage their applicant tracking process, (Amy Elisa Jackson, Glassdoor)"*

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# Applicant Tracking System (ATS)

- Forget “fancy fonts”, flashy symbols  , colored paper, & borders
- Please, NO TABLES (even with invisible lines)
- 10 - 12 point size (text only), standard font
- Avoid **bolding** too many things
- Use MS Word files when submitting, most prefer Word over other formats
- Write/tailor your resume to the job descriptions – your resume is written for your audience/employers!!!!!  Generic resume with minimal keywords do not work.

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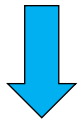
# Chronological Format

- Easy to read, most commonly used and preferred by employers
- Presents education and work experience in reverse chronological order

Recent



Oldest

- Very effective if majority of education and work experience is related to objective

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Landon Scotty
4321 Aberdeen Dr. Riverside, CA 92521 ● (555) 321-5432 ● landon.scotty@ucr.edu ● linkedin.com/landonscotty

## PROFESSIONAL SUMMARY

More than 5 years of research experience in power systems, climate impact, and materials characterization in laboratory settings. Spearheaded a multi-laboratory study on intelligent autonomous vehicles resulting in 2 highly ranked publications. Experience in managing multiple projects with strict deadlines and budgetary guidelines.

## EDUCATION

University of California, Riverside (UCR) June 2020
**Ph.D., Electrical Engineering**
**Areas of Expertise:** Intelligent autonomous vehicles, climate impact on power systems

University of California, San Diego June 2017
**M.S., Electrical Engineering**

University of California, Riverside June 2015
**B.S., Mechanical Engineering**

## TECHNICAL SKILLS

**Software:** Solid Works, AutoCAD, Nano Pattern Generation System (NPGS), COMSOL, JMP
**Nanofabrication:** Nanosphere lithography, wet/dry etching, E-beam/optical lithography

## TECHNICAL EXPERIENCE

Multi-Laboratory Autonomous Vehicle Research Study, UCR Department of Engineering May 2018 – Present
**Team Lead**

- Lead and organize a team of 8 engineering faculty and postdoctoral researchers 5 research laboratories
- Identify laboratory equipment needs and balanced a budget of $12,000 purchasing supplies and instruments quarterly
- Collaborate with colleagues to develop 3 peer-reviewed publications, conferences presentations and successful grant proposals

Department of Electrical Engineering, UCR September 2018 – May 2019
**Senior Research Associate**

- Collected and analyzed electrically gated graphene-on-diamond devices and compared them with graphene-on-oxide devices
- Synthesized thermal interface materials using graphene filler and reported findings in a 20 page technical report
- Secured grant funding and oversaw budget costs for 2 research projects

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Texas Instruments, Dallas, TX April 2018 – August 2018
**Electrical Design Engineer Co-op**

- Analyzed electrical data to study stress/strain on transistor performance and compact modeling
- Worked with a team of 4 lab engineers to create test structures on materials characterization
- Presented project findings at the 2018 Texas Instruments annual conference to an audience of 50 participants

## LEADERSHIP EXPERIENCE

Graduate Student Association, UCR January 2018 – Present
**Vice President**

- Manage editing and production of GSA's website and redesigned user interface
- Collaborate with GSA President in facilitating monthly board council meetings consisting of 85 members

IEEE Workshop on Circuits and Systems, UCR October 2017 – January 2018
**Committee Chair**

- Oversaw a budget of $12,000 and distributed funds for catering, venue, parking, and guest speaker fees
- Organized and led 20 committee members to coordinate planning in securing 10 guest speakers, technical topics and student outreach

## PROFESSIONAL MEMBERSHIPS

**Member**, Institute of Electrical and Electronics Engineers October 2018 – Present
**Member**, American Association for the Advancement of Science October 2018 – December 2018
**Member**, Association for Computing Machinery (ACM) January 2018 – December 2018

## PUBLICATIONS (1 out of 6) Presentations (1 out of 4)

**Scotty, L.** and Levy, E. (2018). Materials Characterization. Journal of Technology. 33(5), 222 – 240.

**Scotty, L.** and Li, J. Intelligent Autonomous Vehicles. Poster presentation delivered at the Institute of Electrical and Electronics Engineers (IEEE) Conference, Los Angeles, CA, October, 2017.

## OTHER SKILLS

**Computer:** Microsoft Word, PowerPoint, Excel, SPSS, LaTeX
**Language:** Fluent in English, Spanish and Farsi

# Objective or Professional Summary

## (Optional..... most recruiters don't read this anymore)

**OBJECTIVE**
Seeking a Graduate Internship with Abbott Vascular

Job title + Company Name

OR…

**PROFESSIONAL SUMMARY**

More than 5 years of research experience in power systems, climate impact, and materials characterization in laboratory settings. Spearheaded a multi-laboratory study on intelligent autonomous vehicles resulting in 2 highly ranked publications. Experience in managing multiple projects with strict deadlines and budgetary guidelines.

Specific Skills & Qualifications

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# Education

**EDUCATION**

University of California, Riverside (UCR) June 2020
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**Areas of Expertise:** Intelligent autonomous vehicles, climate impact on power systems

University of California, San Diego June 2017
**M.S., Electrical Engineering**

University of California, Riverside June 2015
**B.S., Mechanical Engineering**

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# Experience

## What Counts?

- Paid or unpaid
- Presentations or public speaking
- SERVICE in student organizations
- Formal or informal faculty research
- Volunteering and internships
- Class projects, labs, MAJOR assignments

## Tailor Sections to Position of Interest

- Research Experience
- Leadership Experience
- Technical Experience
- Project Management Experience
- Event Planning Experience
- Writing Experience
- Administrative Experience
- Higher Education Experience

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# Describing Experience Using TAR Method

- Lead and organize a team of 8 engineering faculty and postdoctoral researchers overseeing 5 research laboratories
- Identify laboratory equipment needs and balanced a budget of $12,000 in order to purchase supplies and instruments quarterly
- Collaborate with colleagues to draft and finalize 3 peer-reviewed publications, conferences presentations and successful grant proposals




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## TECHNICAL EXPERIENCE

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- Organized and led 20 committee members to coordinate planning in securing 10 guest speakers, technical topics and student outreach

## UNIVERSITY EXPERIENCE

**Teaching Assistant** **20xx – 20xx**
*Department of Geological & Environmental Sciences*, Mightybig University, Bigville, CA

- Designed, prepared and taught laboratory exercises to 30 students
- Prepared 85 page laboratory exercise book with 40 original figures and diagrams
- Developed exam materials and graded course work with professor

**Research Assistant** **20xx – 20xx**
*Department of Geological & Environmental Sciences*, Mightybig University, Bigville, CA

- Organized and executed original scientific research on volcanic rocks from Eastern California
- Wrote 3 research papers (published/in press), presented 5 papers at national meetings and led 10 seminars
- Designed novel laboratory device using Microsoft *CADCAM*

## TEACHING EXPERIENCE

Dept. of Computer Science and Engineering, UC Riverside January 2019 - Present
**Head Teaching Assistant,** Computer Networks Course

- Designed, prepared and taught coding labs for 35 students
- Prepared and created exam materials and graded coursework for three computer network classes

# Skills

## Academic and Professional Training

- Analytic research
- Problem based learning sessions
- Communicating with peers
- Oral presentations
- Entrepreneurship
- Laboratory work
- Writing and reading scientific literature
- Teaching assistant experiences
- Collaborative research and projects
- Managing projects

## Transferable

- Communication
- Written and verbal
- Problem solving
- Facilitation, mediation, referral
- Interpersonal
- Assisting, representing
- Teaching
- Organizational
- Time management, goal setting
- Implementing

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# Important Skills Employers Seek

NACE Job Outlook 2020: Top 10 qualities/skills

| | |
|---|---|
| **1. Problem-solving Skills 91.2%** | **6. Leadership 72.5%** |
| 2. Ability to Work in a Team 86.3% | 7. Communication Skills (Verbal) 69.6% |
| 3. Strong Work Ethic 80.4% | 8. Initiative 69.6% |
| 4.Analytical/Quantitative Skills 79.4% | 9. Detailed-Oriented 67.6% |
| 5. Communication Skills (Written) 77.5% | 10. Technical Skills 65.7% |

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## TECHNICAL SKILLS

**Software:** Solid Works, AutoCAD, Nano Pattern Generation System (NPGS), COMSOL, JMP
**Nanofabrication:** Nanosphere lithography, wet/dry etching, E-beam/optical lithography

## OTHER SKILLS

**Computer:** Microsoft Word, PowerPoint, Excel, SPSS, LaTeX
**Language:** Fluent in English, Spanish and Farsi

## LABORATORY SKILLS

| | | |
|---|---|---|
| SDS-PAGE | PCR/Cloning | ELISA |
| Electrophoresis | Spectrophotometry | Computer Data Analysis |
| Amino acid analysis | DNA/Extraction/Quantification | GC-MS |

## SKILLS

**Data Analysis:** Stata, Data Envelopment Analysis

**Programming:** Matlab

**Modeling Software:** SC/Tetra, Comsol, Solidworks

**Documentation:** Microsoft Office, LaTex, Mendeley

# Publications

List only if relevant to the position or JD asks for them

**SELECTED PUBLICATIONS & PRESENTATIONS**

[Add publication talks in standard citation format, bolding your name and noting and including first authorships and invited talks as appropriate]

Identify selected published works

**PUBLICATIONS (1 out of 6) Presentations (1 out of 4)**

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# Professional Affiliations

**PROFESSIONAL MEMBERSHIPS**

| | |
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| **Member**, American Association for the Advancement of Science | October 2018 – December 2018 |
| **Member**, Association for Computing Machinery (ACM) | January 2018 – December 2018 |

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# Formatting Tips Continues

- 10 - 12-point size, standard font – one font style for entire document
- Use **bolding** sparingly to draw attention to important pieces of information they requires not what you think are important
- Bullet points
  - Action verbs start off your bullets (i.e., Analyzed, Trained, Tutored)
  - Focus on transferrable skills, specify accomplishments, use numbers
- Consistency is key!
- Margins, ½ to 1 inch
- Avoid first person pronoun
- No Photos – Leave it for LinkedIn
- No demographic information or test results

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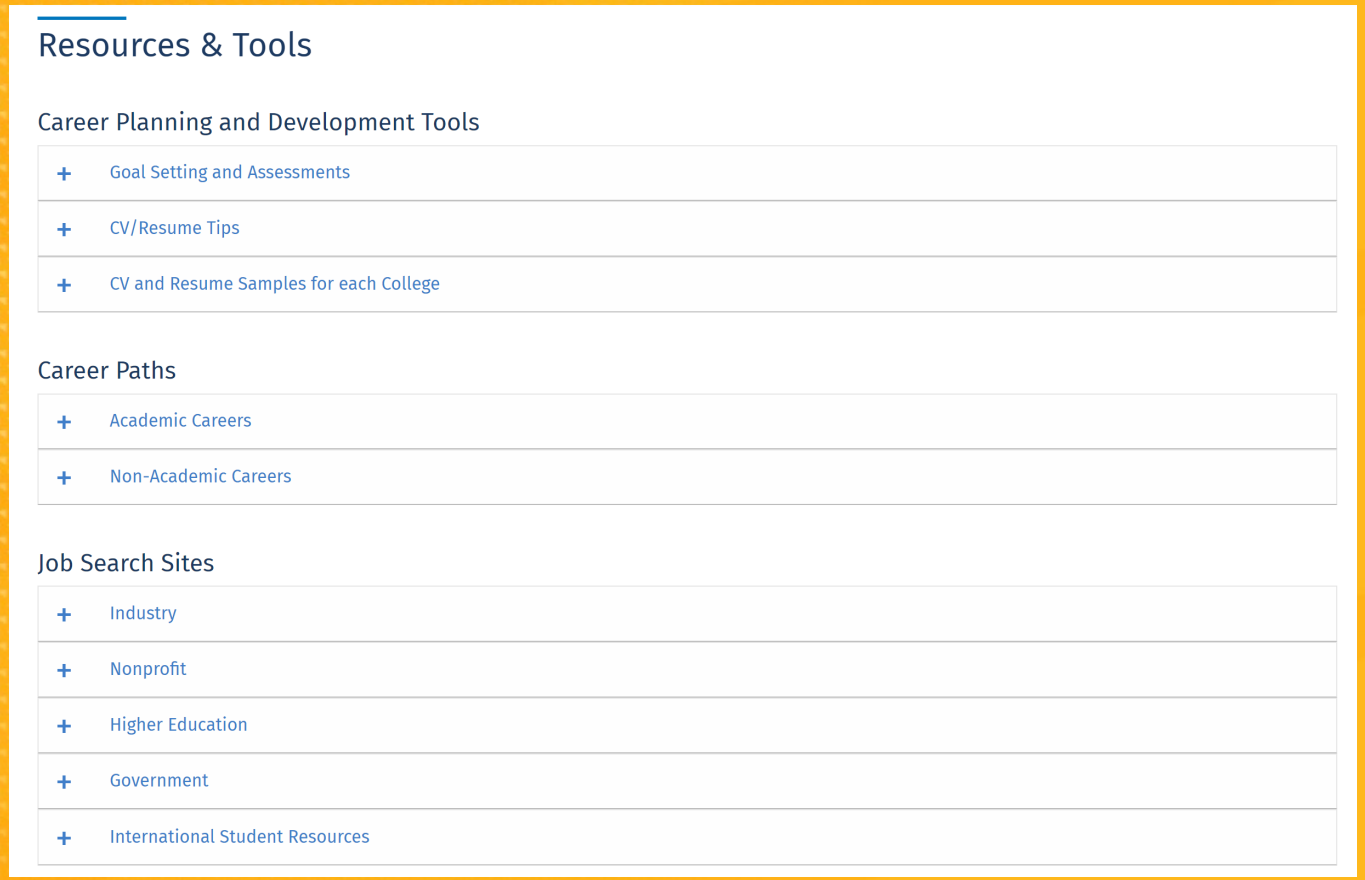
# CAREER RESOURCES FOR GRADUATE STUDENTS

**GSA Career Center Liaison & Graduate Peer Advisor Office Hours:**
https://careers.ucr.edu/grad-students

**All graduate students are welcome to "drop in" for a 15-minute appointment to learn about the resources offered at the Career Center**

- **Overview of Career Counseling**
- **Career Events and Workshops**
- **Online Career Resources**
- **Accessing Handshake**

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**Location:** We are located in the Career Center Plaza.
Our entrance is between the University Lecture Hall and the Skye Hall, behind the University Store.

**Hours:**
Mon. - Fri. 8 am to 5 pm
except Wed. 9 am to 5 pm

*Individual counseling appointments available*
*Schedule on Handshake*

**Drop-In Hours:**
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm

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# Any questions?

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