## Resume Workshop for Research Jobs

Veronica Henderson-Davis, BA & Claudia J. lannelli, MS MSU Psyched to Work 2020

### **Resume Styles**



	-		400 West Goldsborough Street Crown Point, IN 46307
111.			Tel: 219.218.6873
PROFESSIONAL THEATRE			
Pickle Chiffon Pie*	Prince(s)	Towle Education Department	Shelley Crosby, dir.
Fabulous 50's Christmas*	Featured Soloist	Towle Theater	Jeff Casey, dir.
PROFESSIONAL CABARETS/C	ONCERTS		
WW Indiana Symphony Orchestra	Guest Artist		Muspratt, Dr. Nancy Menk, cond.
Portable, Portentous Porter	Self	Radisson Hotel	Joyee Lin, dir.
An Evening with Blake Zolfo	Self	Towle Theatre	Joyee Lin, dir.
EDUCATIONAL/OTHER THEA	TRE		
The Last Days of Judas Iscariot	Simon the Zealot	Boston Conservatory	Kelsev Hercs, dir.
God	Bursitis, et al.	Boston Conservatory	Greg Pike, dir.
RENT	Mark Cohen	Towle Theater	Jeff Casey, dir.
Inatomy of Grav	Galen P. Grav	Encore Theatre Company	Kit Degenhart, dir.
Wizard of Oz	Hunk/Scarperow	Crown Point Theatre Group	Nick Thomas dir.
loseph Dreamcoat	Simeon	L'arr en Ciel Theatre Guild	Angie Lowe, dir.
<sup>a</sup> Indicates original piece			
WORKSHOPS/READINGS			
Something for the Boys	Rocky Fulton	Boston Conservatory	Chris Caggiano, dir.
Robot Mike	Various	Towle Theatre	Jeff Casey, dir.
FILM/COMMERCIAL**			
Body of Chris(t)	Supporting	Family Name	Darek Kowal, dir.
Eos	Featured Actor	Flashpoint Academy	Kyle Witvoet, dir.
Call Security	Supporting	K-12 Teacher's Alliance	Nicole Dizon, dir.
**Commercial list available upon	request.		
SPECIAL SKILLS			
Tap dance, IPA proficient, excellent	sight reading succesing	e on command mooine	
Dialects: French, Irish, Indian, Wel-			

Blake Zolfo

Voices: Stewie, Gollum, Baby Rudy TRAINING - The Boston Conservatory BFA Musical Theatre Candidate 2015 Doug Lockwood, Deb Cooney, Marjorie Morgan Bill Casey, Peter Mansfield Private Voice: robert Honeysucker Drika Overton, Stephen Erwin, Tommy Neblett Adam Belcuore, Kurt Naebig, Adrianne Cary, Randy Si Jonathan Reid Gealt Dance: Additional Training/Mas lasses: OTHER RELEVANT EXPERIENCE z. Salsa, Ballroom, Hip-Hop Choreographer Musical Choreographer "Block Stars" Variety Show Mulan, Jr. Les Miserables (School Edition) Anything Goes



INTERESTS CONTRACTOR

### **EXPERENCE**

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### EDUCATION

2007 Nacharar of Sanada a transmit Unach aigt actual Alex-Dicara, Unach aig 2006 Ministration

### SHELS AND SPECIALTIES

/ Destrict opposing

Blake Zolfo	Vocal Range: High Baritone (Low F to High G#)
www.blakezolfo.com blake@blakezolfo.com	
Q	400 West Goldsborough Street Crown Point, IN 46307 Tel: 219.218.6873

Height: 5'11'

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Panel Roberts Inc., Channel Hard Redwood Bales Streams (2003 to 2008)



### JOHN SMITH

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HOROCREAND ADDRESS

### SUE SMITH

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2222 Mill Plain Rd, Fairffeld, CT 06654 / Gell 209-555-1111

t-m

Deb Balder

### Profile - Bigh School service delined is addeduce and working with children in sparse valueed activities. Sepandable and mature; sealing admission to a college where I can stude Sports Medicine.

Education

RB Biplama: Graduation Data - June 2011 None HC High School, Fairfield, CT 6PA: 3.8 SAT: O'Boal Reserving - 620 Math - 540 Writing - 500 #P Downey Dempheted, Shahah, Bology, U.S. History,

### Powers and Awards

- High School Honor Roll (2006-Present)
- High School Country Reportation Reard (2008 Namits Indoor Track (2008-2009)
- Warning Lawrence (2007-2008)
- All Conference Lacrosse (2016)
   All Conference Jacobse (2016)
   All Conference Jacobse (all sports 2006 Preveni)
- Extracorricular Articities

- Narsity Salm Team (2005-2008, Captain 2005); YMCA Salm Team (2005-2007)
- Karstly Indoor Tuck Sprinter (2009–Present)
   Lamese Karstly (3007-69); Captain (2008-Present)
   Key Club Participant (2007-Present)
- Community Service

- Teacher's Isocutard Physics/Science teacher (2008-2009) Relay for URL - Organized events for three years (2007-Present)
- Big Britcher/ Big Tabler Coordinated attendings activities: IR-Mobile Tabled (2008 Present)
   Brookfield Parch Lacroeae Clinic trained techniques to II-Lil year olds (2008)

### Despisyment.

- Lifeguard/Instructor Lake Town Park, Stamford, CT (2007-Pre-
- Lifeguard/Sale Instructor, Green View, HHDA, Fairfield, CT (2007 Present) Cashier, TJ Inters, Fairfield, CT (2006-2006)
- Sancer Reference, VisiCA, Facefield CT (2004-2007)
- Additional Training: Red Does CPN/400 Certification, Waterhort Lifequerd, Certified Secon Referee



### CARLER ORDETIVE

EDICATION.

Energetic and passimitie college student working towards a DG in Markoving at the University of Energia. Assess to use we have helps of advertising. PR, product development, and Oreanizate research transgies to Earlie the stands has advertising your company.

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  Faldward Conserveds: Machinerg Analysis, Marineting Management, Starvey Biosenets, Sciences Description, Reserved Mark Disease UKA: Structure generations Interacting Academic Disease UKA: Reserved Mark Disease UKA: Structure plan.
- competition + Chabs: UCA Chapter of the American Marketing Accountion, Ma Kappa Tau-

### MARRETING PROTETY

- PET RULEINED MARKETING CAMPARES

   > Designed a real-offective marketing company, for a local pet generating because that between a construction count, studie, and other mandeting between structures of our target

   > Servived per owner, in Advect to collect datalied data on the behavior of our target
- Developed a campage budget of \$1,580 which we estimated to be the minutaneous coll. that would yield the tagtest remain in investment (SOI)

- PERSONNESS PLAN CONSTRUCTION \* Intered UGA's business plan respectiton with a group of 4 discussion to build a
- rock load took business
   Manapol al of the wantering approx of the business plan initialing inductory and pins, contrast trends, mixing approx for the business plan initialing inductors, Received 3rd place sur of the X0 teams that entered the composition.

### ADDRESS OF THE R.

p of social media marketing platforms. Twitter, Googles-, Intigran, Network

### O States **Jacob**Martin O literature S fillegesteen

### Experience

References Assilable Upon Request



## When Choosing a Style...

- Consider what you are applying to:
  - Academia
  - Non-profit (could go either way)?
  - Older/established companies
  - Pharma/Industry
  - Check out their website, this should give you an idea if a "fun" resume might be the way to go.

	Wiley Str. 2, Room 51 + Nuremberg 90453	
	Cell: +49 (0) 22-666-55555 • E-mail: roger.k@spong.com	
_	SUMMARY OF QUALIFICATIONS	
	A PhD with three years of experience as System Architect working for a leading OEM in telecom indu technology, helping them to systematically transfer the proposed solutions into development.	
	Five years of experience conducting research in the area of Data Fusion techniques for navigation applications. Experience working in international teams for both academic institution and private sector. Able to lead research team and provide guidance to PhD and graduate students.	
	Ability to multi-task in a fast-paced environment while paying close attention to detail.	
-	PROFESSIONAL EXPERIENCE	
		rg, German 08 - Presen
ys	stemization of physical layer functionalities for 4G wireless modern development projects	
	Systemize the stand-by-mode functionalities and algorithms and deliver the design document. Systemize and design the radio link monitoring functionality and deliver the implementation proposal. Evaluate the performance of the designed functionality through system simulations. Specify and deliver test specifications for downlink reception and control channel detection.	
		en, German 2004 - 200
lev	velopment of data fusion techniques for multisensory navigation system	
	Investigated and developed data fusion algorithms based on Kalman filter and proposed the solution. Supervised Ph.D. and graduate students to carry out research in the related areas. Presented and reported the project progress to project partners. Published technical articles and presented research results in international conferences.	
		m, German 2003 - 200
ive	estigation of efficient algorithms for acquiring CDMA signal for high frequency modern	
	Conducted research in the area of CDMA signal acquisition in the presence of frequency offset. Maintained and migrated the simulator used in Communications Labs. Supervised master students in Communications Labs.	
	EDUCATION	
		n, German 2004 - 200
		m, German 2001 - 200
		m, German 1995 - 200
_	Skills	

# When Choosing a Style...

- Consider what you are applying to:
  - Marketing research?
  - Biotech company?
  - Statistics?
  - Start-up?
- Can get away with "edgier/fancier" resumes
- Remember: most resumes are viewed electronically but you still bring several paper versions to an interview
- Use PDF for resume file type to maintain your style



## Keep in Mind...

- When going "outside the box," your resume should only bring positive attention
  - Steer clear of anything that is too busy
  - Never use unprofessional/hip "lingo"
    - Please don't ever put YOLO on your resume  $\otimes$
  - <u>Never compromise brains for beauty</u>
  - Never use symbols (&, %, @) always write everything out
- When is doubt, stay traditional
  - Better safe than sorry!

### **PROOFREAD!**

Philadelphia Parks and Recreation TreePhilly Program Attn: Erica Smith Fichman One Parkway Building, 10th Floor 1515 Arch St. Philadelphia, PA 19102

Dear Mrs. Fichman,

Please accept my enthusiastic inquiry into the Program Assis Program. I would love to be a hard-working, passionate addit the job posting I knew my qualifications would make me a gr

Resume goes here.

EDU	JCATION
	ILLS PROFILE Oncology clinical research coordination Clinical data management Spreadsheet & database creation Excellent organizational skills and attention to detail in maintaining accurate, retrievable records Demonstrates strong attention to detail and ability to adhere to project deadlines
	Ability to prioritize quickly and appropriately and strong ability to multi-task
ΕM	PLOYMENT HISTORY
-	Responsible for Coordination of all data management activities for Lung Rodule & Lung Screening Program in EPIC Conducts screenings for potential patients, reviews protocol requirements to determine eligibility and enrolls patients in Lung Screening Program by NCCN guidelines Abstracts and research data by Fleischner Guidelines to enroll patients in Lung Nodule program and notify physician in a timely manner Conducts data base analysis, maintains statistical dash boards and assists clinicrons with maintaining spreadsheets
	nden, NJ Abstract and research data from medical records/EMR Responsible for clinical improvement and related data in an accurate and timely manner for Neonatology by consistently ensuring proper coding, sequencing of diagnoses and procedure Carefully prepare, review and submit discharge/transfer summaries into EPIC, create reports that supports quality assurance and performance improvement
-	strees, NJ Provide support for department director and genetic counseling team through all aspects of routine clinic activities by researching and obtaining pathology reports to prepare for physician review for universal tumor screening Prepares grants for research department, creates forms processes and completes confidenti the prepares grants for research department.

## **Resume Content: Versions**

- Length vs Content
  - Once you have had multiple experiences, you will need to decide what is important based on the job description
  - Can always remove/condense irrelevant experiences
    - Have to list grocery store? Babysitting? Probably not...
  - Within each position on your resume, list most relevant experiences **from the job posting** first
- TAILOR TO THE JOB!

## **Clinical Research Coordinator**

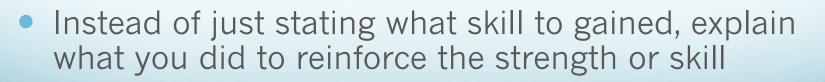
Duties The clinical research coordinator (CRC) will work in the Transplant Department and be responsible for data entry, organizing, maintaining and assuring the accuracy of all study documentation. The coordinator will oversee one clinical trial ensuring that the integrity of the protocol is maintained, all data and queries are answered in a timely manner, appropriate AEs and SAEs are reported to the sponsor and IRB per protocol. The CRC will participate in clinic to explain the trial to the patient and family, enroll and consent patients and complete any follow-up or research activity required. The CRC will conduct phone interviews if necessary. The CRC must complete relevant training to function in the role including electronic databases, processing and shipping specimens and phlebotomy. The CRC must be sufficiently knowledgeable about Microsoft word, Excel and other standard programs. The CRC must maintain professionalism and follow the guidelines of the institution.

# Always Always Always...

- READ the job description carefully
  - The order of duties will tell you a lot about the job itself
- Can rearrange subsections of resume to be most relevant – always chronological within each section
  - Research experience, job experience, publications, honors/awards
- Always include a cover letter
  - Not everyone cares but those who do will ignore an application without one.
- Better off applying for fewer jobs and including better information about yourself

### Content

- Always speak in first person without using "I"
  - "Independently obtained informed consent from qualified research participants."
- You have limited space, make sure you are properly expressing your strengths and experiences
- Stay away from buzzwords without collateral
  - "Detail oriented"
    - HOW?!



### Substitutions...

Instead of this	Write this
"Effective at multitasking and time management."	
"Required high levels of attention and being detail-oriented."	
"Strong computer and data- housing skills."	
"Independent worker but am also capable of being a team player."	

### Substitutions...

Instead of this	Write this
"Effective at multitasking and time management."	"Consistently met deadlines on multiple projects simultaneously."
"Required high levels of attention and being detail-oriented."	"Independently completed study related tasks without error."
"Strong computer and data- housing skills."	"Certified to complete data entry into both Excel and REDCap."
"Independent worker but am also capable of being a team player."	"Successfully completed tasks with minimal oversight both independently and as part of the study team."

## Resumes in Interviews

- Always use your resume as talking points
- Be able to elaborate on experiences
  - Type of recruitment (waiting room/clinic, cold call, self-refer)
  - Consenting (did you complete risk/benefit assessment?)
  - Structured interviews (how much freedom did you have?)
  - Programs used for data entry (Excel, REDCap, etc)
  - Subject screening
- Always be able to explain what skills you learned from each experience (this is where you say you learned things like time management, multitasking, etc)

## Resumes in Interviews

- You should always be prepared with:
  - "Tell me about yourself"
    - Relevant to the position but creative and give them an idea of who you are
    - Looking to build teams, not hire individuals
  - At least 1 strength
  - At least 1 weakness + how you're working on it
  - Moving to more "experiential" interview style (use examples)
    - A professional challenge you faced and how you grew from it/overcame it
    - What you liked/disliked about last position
    - Why you are currently seeking a new job

### Interview Tips (from a recent new hire!)

- Be professional but allow the interviewers to see who you are
  - 95% professional and 5% personal
    - Make reference to an accomplishment you are proud of (like winning a baking competition or a college sport) or share a bit about yourself (like talking about the cat you just rescued or interest in fashion/a hobby).
- Remember, you are "interviewing them" too
  - Come with questions you have about the team
  - It will allow you to determine if this team shared core values and is someplace you would like to work
  - As yourself, "is this someone I feel like I can communicate with? Is this someone I would be proud to work for?"

## All Research Staff Must Be:

- Detail-oriented
- Know the lingo and use it correctly
  - Informed consent (ICF), protocol, IRB, adverse event, sponsor (FDA vs Private)
- Able to interact with people effectively
  - Co-workers and participants
- Able to manage multiple deadlines/projects at one time
  - Ability to prioritize or ask for help prioritizing
- Forward-thinking problem solvers
- Flexible