



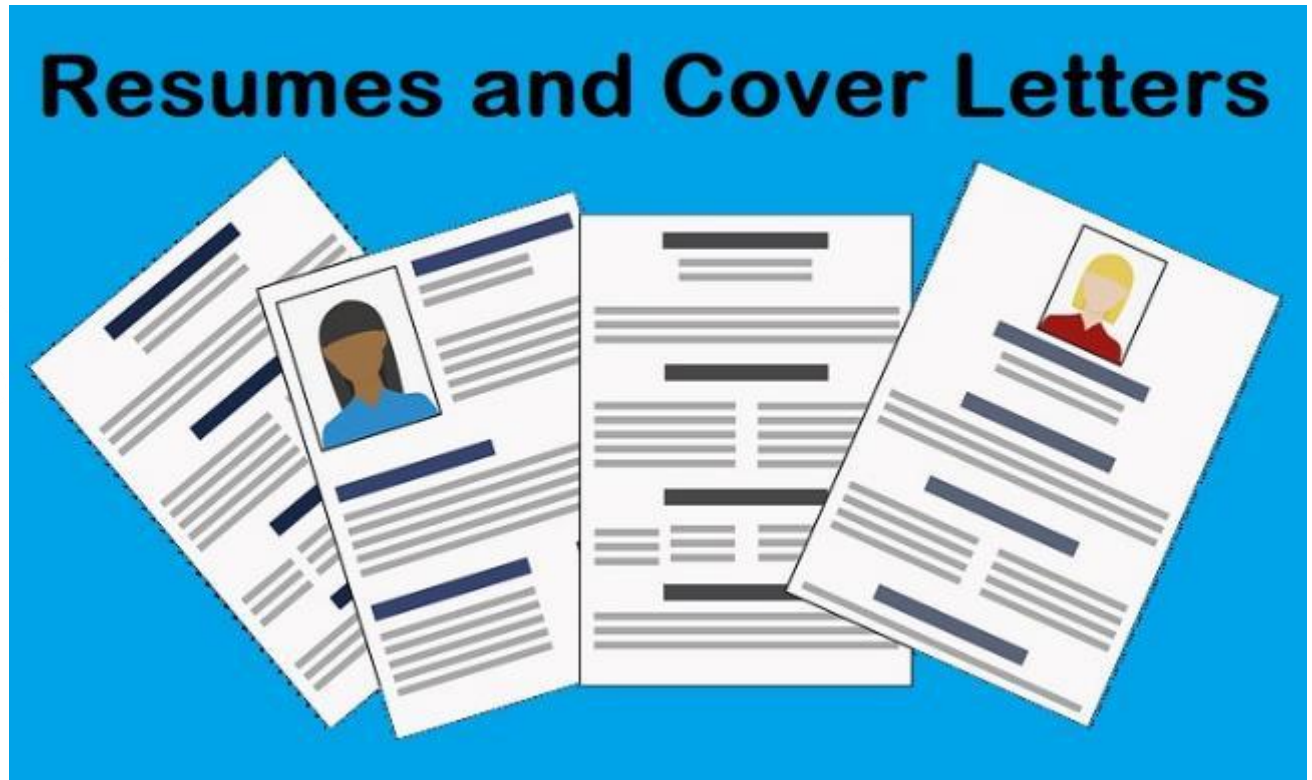
THE ART OF WRITING JOB APPLICATION MATERIALS

4/15/24



Topics to be covered today

- CV
- Resume
- Cover letter
- Diversity Statement
- Teaching Statement
- Research Statement





Before writing your job application materials, ask yourself...

What positions am I targeting with my CV or Resume?

What organizations or companies do I intend to target?
What is their culture like? Do we have shared values and interests?

What are their needs and how can I add value to this company through the position I am applying to?

Read **carefully** the job description.

What are the skills, experiences, and strengths (talents) they are seeking in the job description that my Resume should include?



CV ≠ Résumé



Curriculum Vitae (CV)

- ☐ Means: “Course of one’s life”
- ☐ Collection of all your life education, work experience, and accomplishments.
- ☐ Needed for faculty jobs in academia*
- ☐ No page limit

Resumé

- ☐ Summary or set of accomplishments relevant to the job.
- ☐ Document customized to each job application.
- ☐ Needed for non-academic jobs
- ☐ Two-page limit



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CURRICULUM VITAE

CV vs Resume | General Structure

CV for academic jobs is as long as needed and includes everything you have ever done.

- Education
- Positions/Research Experience
- Teaching experiences
- Mentoring experience
- Fellowships and grants
- Publications and abstracts
- Professional organizations
- Honors and awards
- Presentations
- Activities and service





Order of Sections on CV

First few pages of a CV are "prime real-estate," so consider the order:

- Research-focused position: Education, Research Experience, Grant & Fellowships, Publications.
- Teaching position: Education, Teaching Experience, Mentoring Experience, University Service/Professional Involvement

Example CV

Reputation

Laurence Clement, PhD

Department of Physiology and Cell Biology
Center for Cell Signaling
University of California, San Francisco
1675 Owens St, Ste 310,
San Francisco, CA 94143
Phone: (415) 502-3097
laurence.clement@ucsf.edu

846A Main Way
Daly City, CA 94103
Phone: (510) 873-2863
Mypersonaladdress@gmail.com

It is not necessary to list your personal address, but you should consider providing your cell phone number. For US applications, do not list personal information such as DOB or status (visa, married). No picture either.

The convention is to start with the Education section.

EDUCATION

University of Washington
Ph.D. Biology
Thesis: Title

University of California, Berkeley
D.A. Biology

Throughout the CV, list everything in inverse chronological order: start with the most recent

RESEARCH EXPERIENCE

Like in your Cover Letter, you will want to use your first page to make a case for all the important requirements for this position and show you are the right fit. Make a case for reputation, fit and productivity at once.

Postdoctoral Researcher, University of California, San Francisco 2011-present

Department of Physiology and Cell Biology

Reputation

Advisor: Ju Cheng

- Demonstrated the PKR mechanism depended on the phosphorylation of protein XYZ
- Developed a new method to measure phosphorylation levels of protein XYZ in vivo
- Initiated collaborations with Dr. Brown and Dr. Johnson at Harvard Medical School to explore applications in pancreatic cancer.

Productivity

This work resulted in a publication in Nature. Two other manuscripts are under review. This work was funded through a Myrlam Lee postdoctoral fellowship.

Fundability

Graduate Student, University of Washington, Seattle 2005-2011

Department of Biology

Advisor: Jane Smith

- Demonstrated that protein ABC was essential to the DCR process in mice
- Found that protein ABC interacted with DER1 and DER2

This work resulted in 3 publications in PNAS, PLOS and JCI and was funded through a Roy Bertram Cancer Research Fellowship.

Fundability

RESEARCH GRANTS

This section lists past, future and current grant funding. Although it is not commonly found in CVs, it can help candidates make a case for fundability early on in the materials.

Contributions to Ongoing Funded Research

June 2015–May 2016 Title of project here

Principal Investigators: Philip Brown, PhD; Ju Cheng, PhD
University of California, San Francisco,
Next Science Fund, \$128,900

Role: Co-author. My work on a novel approach to measure phosphorylation levels of protein XYZ in vivo was the basis for this grant. I provided preliminary data, developed one of the aims, and wrote the grant with Dr. Cheng and Dr. Brown.

Indicate the total amount awarded and your role. Make sure your references can back this up.

Contributions to Prior Funded Research

June 2008–May 2013 Title of project here

Principal Investigator: Jane Smith, PhD
NIH R01 award, \$992,500
Role: Co-author. My work on protein ABC and its role in the DCR process was the basis for this award. I provided preliminary data and wrote the grant with Dr. Smith.

This section was recommended by faculty who would like to know that you have actual experience with the grant writing and submission process.

Contributions to Submitted Grants

Submitted May 2014 Title of project here

Principal Investigator: Ju Cheng, PhD
American Biological Society Grant, \$92,500
Role: Co-author. My work on protein ABC and its role in the DCR process was the basis for this award. I provided preliminary data and wrote the grant with Dr. Cheng.

Fundability

FELLOWSHIPS

You can separate fellowships from other awards and honors. Indicate amounts.

Myrlam Lee Award	2012-2013
Role: Postdoctoral Fellow \$42,500	
Roy Bertram Cancer Research Award	2009-2011
Role: Graduate Fellow \$28,500	

Reputation

HONORS & AWARDS

This section addresses reputation more than fundability.

Travel Award, The American Biological Society, \$1000	2014
Best Poster Award, The Other Biological Society	2007
Honors Program Undergraduate Award, University of California, Berkeley	2004

Productivity

PUBLICATIONS

Committee members will go to this section to find out if you have any first author papers, if you have published recently, if you have high-impact papers and if you have published regularly throughout your career.

Published in peer-reviewed journals

- Clement, L., Loh, Y.-T., Schnoes, A., Silva, F., Saul, N. "Title of paper" *Nature*, 555: 550-558, 2015.
- Clement, L., Dorman, J., McGrath, P., Will, C., Lindstaedt, B. "Title of paper" *PNAS*, 43: 550-558, 2013.
- Clement, L., Dorman, J., McGrath, P., Will, C., Lindstaedt, B. "Title of paper" *PLOS*, 43: 550-558, 2011. (*contributed equally to this study)



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RESUME

CV vs Resume | General Structure

Resume for non-academic jobs is no more than 2 pages with clean layout and highlights work experience and skills.

- Summary of qualifications with quantified outcomes (also known as, Professional Summary or Career Profile)
- Work experience with results
- Education
- Technical and non-technical skills (Professional Skills, Relevant Skills, Skills & Qualifications)
- Awards, honors, volunteer work or memberships (relevant to the job)
- Publications, presentations (if needed)



General Structure



JANE DOE
linkedin.com/in/does

555.901.1234
jane.doe@gmail.com

CAREER PROFILE

Aspiring Organizational Development Consultant and current Master of Arts in Industrial/Organizational Psychology candidate (graduating August 2018). Excited to contribute 10+ years' experience in finance, strategy, modeling, and analytics and understanding of organizational development to support financial services organizations with building robust Learning and Development programs. Known for combining a strong data analysis orientation with quick rapport and relationship-building skills to partner with key stakeholders and deliver results.

SKILLS & QUALIFICATIONS

Strategy & Planning	Training Development & Delivery	Needs Analysis
Process Improvement	Financial Modeling & Data Analysis	Decision Making
Client Education	Stakeholder Management	Relationship Recovery
Mentoring	Cross-Functional Collaboration	Communication Plans
Project Management	Learning Measurement / Evaluation	Client Presentations

PROFESSIONAL EXPERIENCE

ABC LEADERSHIP INSTITUTE, Berkeley, CA 6/2018 – Present
Leadership Development & Virtual Learning Intern

- Developed the communication plan for a new intensive leadership development virtual learning platform
- Developed measurement / metrics to assess leadership development program effectiveness
- Created the leadership development program playbook
- Conducted marketing research to inform marketing strategy for OD / leadership products
- Met with clients to conduct needs analyses and gather customer insights

ACMETRADE, San Francisco, CA 8/2008 – 4/2017
Senior Consultant

- Developed, managed, and expanded a practice of 800+ client relationships
- Generated strategies based on client interviews, research, data-driven analysis, and insight
- Consistently led San Francisco branch in customer loyalty scores (NPS) month-over-month
- Conducted Client Experience presentations; provided insights and recommendations to internal audiences
- Delivered external presentations to educate clients
- Solved intricate regulatory and reporting challenges through various cross-functional partnerships
- Extensive experience with CRM, modeling, and analytics software
- Selected for competitive leadership position to help new hires attain critical licensure; increased pass rate to 91% (from 78%)

EDUCATION

M.A., Industrial/Organizational Psychology, Golden Gate University, San Francisco, CA 8/2018
GPA: 4.0
B.S., Communication, Psychology (double major), Virginia Tech, Blacksburg, VA 2007

VOLUNTEER

Volunteer, Institute on Aging 2017 – Present
Support clients with social engagement to combat mental health and social isolation issues



Example resume

AGATA KRZYZANOWSKA

a.krzyzanowska12@gmail.com

(917) 714 1207

<https://www.linkedin.com/in/agata-krzyzanowska-31831525/>



PROFESSIONAL SUMMARY

Highly motivated and passionate immunologist with 15+ years of experience in basic/translational research including wound healing, gene therapy development, and mucosal immunity. Enthusiastic and effective team player (9 co-author papers). Excellent oral and written communicator (2 first-author papers, 3 patents, 10+ presentations at international scientific meetings, received over \$215k in research grants, fellowships, and awards).

TECHNICAL SKILLS

- Spectral and Multi-parameter Flow Cytometry (+16 colors using 4-laser Aurora Cytex and BD LSR II)
- Mammalian tissue culture (cell lines and primary cells: T cell, monocytes, macrophages), PBMC isolation
- In Vitro Cell Assays (including Primary T cell activation and retroviral transduction)
- Transient transfections and Viral transductions
- In Vivo Assays & Disease Models (including mouse colitis models)
- ELISA, qPCR, Western Blot
- Molecular cloning (including generation of shRNA and expression constructs)
- A strategic approach to planning, designing, and executing projects
- Assay design and optimization
- Scientific Writing and Problem solving
- Data analysis with FACS Diva, Flow Jo, Prism, and Microsoft Office

EDUCATION

- | | |
|------------------|--|
| 2015-2022 | Rutgers University, New Brunswick, NJ
Ph.D. in Immunology |
| 2004-2006 | Jagiellonian University Medical College (Krakow, Poland)
M.Sc. in Medical Analytics |
| 2001-2004 | Jagiellonian University Medical College (Krakow, Poland)
B.S. in Medical Analytics |

RESEARCH EXPERIENCE

Ph.D. Student. Mentor: Dr. Derek Sant'Angelo, Rutgers University Sep 2015 – Dec 2022

- Identified a novel subset of innate-like regulatory T cells that are essential for intestinal homeostasis and anti-tumor immune response (Sci Immunol. 2022, PMID: [PMC9709958](#))
- Generated expression lentiviral vector to transduce primary T cells with a BTLA-ZF transcription factor to promote their immunosuppressive abilities and use as potential novel gene therapy of IBD (patent filed)
- Executed tumor growth kinetic studies and immune landscape analysis in a melanoma model
- Trained and supervised graduate students, research technicians, and undergraduate students (Particularly Spectral and Multi-parameter Flow Cytometry, tissue culture techniques and microbiology/molecular biology techniques)

PI: Matthew Cunningham MD, Ph.D.; Hospital for Special Surgery, NY May 2011 – August 2015

- Developed Percutaneous Gene Delivery-Mediated Spinal Fusion technology (patent)
- Identified mechanisms involved in abnormal mineralization of soft tissues during inflammation in patients with degenerative disc disease (Sci Rep. 2021, PMID: [PMC8050288](#))

Research Assistant

PI: Mary Crow MD; Hospital for Special Surgery, NY Jan 2009 – April 2011

- Studied the role of microRNA in the development of autoimmune diseases using human leukocytes and cell lines

Research Technician

PI: Marjuna Tomac-Cukic Ph.D.; Hospital for Special Surgery, NY March 2007 – Dec 2008

- Identified factors involved in the pathogenesis and persistence of chronic wounds using in-vitro and ex-vivo approaches (keratinocytes culture and human skin explant model)

LEADERSHIP & VOLUNTEER EXPERIENCE

Vice President of Molecular Biosciences Graduate Students Association 2017 – 2018

Program coordinator for Joint Molecular Biosciences Graduate Students Association 2016 – 2017

- Organized 3 Graduate Student Symposia (100+ participants, 10 vendors, guest speakers)
- Organized multiples guest speaker scientific lectures (50+ participants)
- Organized Rutgers Day booth – taught kids DNA isolation from fruits

ACADEMIC AND PROFESSIONAL HONORS

- The New Jersey Commission on Cancer Research pre-doctoral grant, 2022 (\$186,000)
- American Association of Immunologists travel award, 2022 (\$1,500)
- The Aaron Shatkin Graduate Student Award, 2022 (\$1,500)
- SGS RBHS Student Travel Award, 2022 (\$1,000)
- 4th Annual CITNI Retreat – Best Poster Award, 2022
- American Association of Immunologists Careers in Immunology Fellowship, 2021 (\$25,000)
- The American Association of Immunologists Trainee Best Abstract Award, 2021
- Rutgers Molecular Biosciences Graduate Student Symposium - Award for Best Oral Presentation, 2019
- International Students' Conference of Medical Sciences - Award for Best Poster Presentation, Krakow, Poland 2006

PATENTS

1. Composition and methods for promoting the mineralization of biological tissue. International publication number: WO2015057813 A; Publication date: 04/24/2015; US publication number: US 20160263200 A1; Publication Date: 09/15/2016
2. Immunotherapy for inflammatory bowel disease and/or cancer. International application No: PCT/US2022/026778 (filed April 28, 2022)

SELECTED PUBLICATIONS

1. Krzyzanowska A, Haynes RA, Kovalovsky D, Hsinching Lin, Edelblum KL, Corcoran LM, Rabson AB, Denzin LK, Sant'Angelo DB. Zbtb20 identifies and controls a thymus-derived population of regulatory T cells that play a role in intestinal homeostasis. Sci Immunol. 2022 May 6; 7(71): eabl3717. doi:10.1126/sciimmunol.abl3717.
2. Krzyzanowska A, Frawley R, Dandle S, Chen T, Otero M, Cunningham M. Activation of nuclear factor-kappa B by TNF promotes nucleus pulposus mineralization through inhibition of ANKH and ENPP1. Sci Rep. 2021 Apr 15;11(1):8271.
3. Zhang S, Vietti J, Krzyzanowska A, Everett H, Denzin L, Siracusa M, Sant'Angelo D. The Transcription Factor PLZF is Necessary for the Development and Function of Mouse Basophils. J Immunol. 2019 Sep 1;203(5):1230-1241.

Keep in mind...



There is no single format to write a Resume.



The role of the Resume is getting
you the interview, not the job.

You get the job at the interview!

Always Customize Your Resume to Each Job!

“If you market yourself to everyone, you will end up appealing to no one!”

- **Kristin A. Sherry,**
YouMap® Profile Creator & Bestselling Author

Sections on a Resume | OPA Resume Writing Guide

Professional Summary



Briefly introduce yourself, highlighting your qualities. You can use any feedback you've received from colleagues or mentors as inspiration.



Share your most relevant accomplishment related to the job you're applying for.



Focus on experiences and skills directly related to the job to show how you can benefit the employer.



Keep it concise, using no more than five sentences for clarity.

Skills & Qualifications

- Carefully read job posting for key skills and assess job fit.
- List matching skills. You may use a column format.
 - ★ Avoid burnout skills.
- Customize your list of skills for each job application.

Sections on a Resume | OPA Resume Writing Guide

Work Experience



Demonstrate

Demonstrate value and relevant experience.

Provide

Two goals: provide context, highlight achievements.

Start

Start with main achievements.

Use

Use numbers to quantify impact.

Emphasize

Emphasize impact for unquantifiable achievements.
• Examples: created or adapted processes, optimizing, mentoring.

How to Write your Summary of Qualifications for a Resume (Professional Summary)

Scientific Method = Transferrable Career Skills
You have what it takes to land a job!

- Hypothesis = Creating a Vision
- Experimental design = Execution
- Organize schedule and reagents = Project Management
- Perform experiments = Achieve Results
- Troubleshooting = Problem Solving
- Collaboration with others in and out of lab = Teamwork and Delegation
- Mentor students = Leadership and Emotional Intelligence (EQ)
- Publish results = Oral and Written Communication
- Manage grant/lab budget = Financial Literacy
- Volunteer in university or larger community = All of the above

Example Summary of Qualifications for resume (Professional Summary)

- Highly motivated individual with strong problem-solving skills. 6 plus years of research experience in interdisciplinary field including cancer biosensor development, pharmaceutical sciences, biomedical sciences, and fluorescence nanotechnology.
- Strong written communication and presentation skills demonstrated by 3 first-author publications and poster presentations at 5 national and international conferences to a multi-disciplinary audience.
- Successfully orchestrated multiple collaborations with cross-functional teams and contributed to accomplish project goals resulting in 4 co-author peer-review publications.



Example Summary of Qualifications for resume (Professional Summary)

- Innovative Translational Chemical Biologist with 5+ years of experience in cell biology, drug delivery, oncology and nanotechnology with strong expertise in initiating and executing projects in the field of antisense-based therapeutics leading to 3 high impact publications and presentations
- Goal-oriented team player with project management skills to leverage and manage collaborations with key opinion leaders (KOLs) and stakeholders leading to 3 collaborative publications and 1 patent
- Strong business development acumen as demonstrated by ability to write grant proposals leading to over \$1,500,000 in funding from NIH and NSF to develop novel cancer and stem cell therapeutics



Keystone Resume System: Accomplishments (Work Experiences)



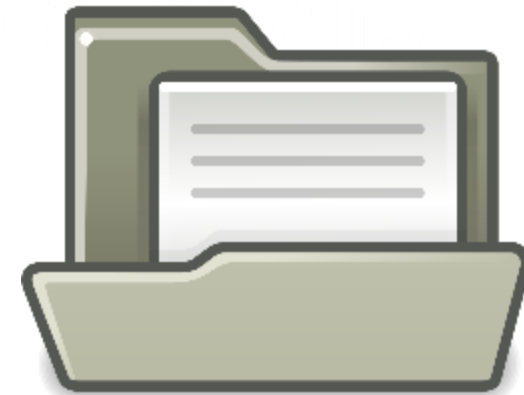
Living document

Keep adding to
it for your entire
career



Add stories that speak of your
accomplishments and who you
are.

Master Document





“Great Job” Folder

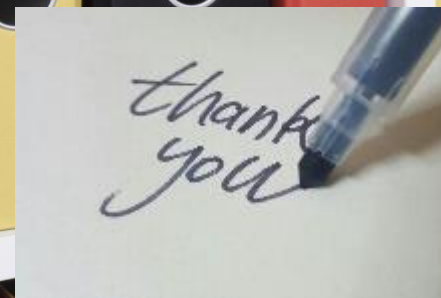


Keep a folder called
“great job”

Save any thank
you letters,
emails, or word
of praise in it.



Schedule time every 3 or 4 months to
add new material to your Keystone
Resume.





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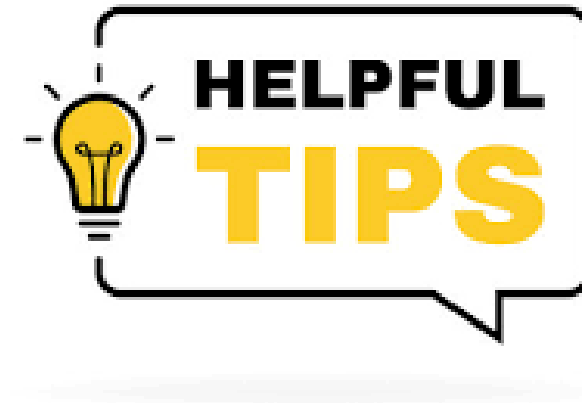
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COVER LETTER

Cover letter purpose and tips

Opportunity to tell your story and **convince employer to interview you**

- **Be employer-focused**
- Be directed towards a **specific** position or company.
- Describe **examples** from your experience that highlight your skills related to the role
- Use the job description and the company's web site or LinkedIn page **to identify traits and skills the company values**
- If **no obvious connection** to your academic training, be explicit about why you are interested in that particular field, organization or job, and what value you bring.
- If you do **not yet have any experience** that is directly related to the position, focus on transferable skills that will add value to the role.
- Demonstrate superior **communication skills** in your writing.



Cover letter format

- No longer than one page with a font size between 10-12 points
- Use same font and size you used on your Resume
- Use bullets for main body paragraph lists
- Include your contact information (don't need address)
- Address it directly to the hiring manager. If you are not sure who to address the letter to, write "Dear Hiring Manager" or "Department of Research and Development" or "Department of Biomedical Engineering"
- If the role you are applying for has a reference number or code, include it in your letter



Cover letter structure and components

Introduction

Who you are

What you are applying for

Why you are applying for it

Body Paragraph(s)

Traits and skills you have for the job and that the company values

Why you are interested in working for them specifically

Specific examples that prove your qualifications, experiences, and achievements

Closing

Type of workplace or team culture you seek

Call To Action (e.g. eagerness to discuss further or readiness for interview)

Gratitude for opportunity to apply



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DIVERSITY STATEMENT

Diversity statement purpose

“A diversity statement is a polished, narrative statement, typically 1–2 pages in length, that describes one's accomplishments, goals, and process to advance excellence in diversity, inclusion, equity, and belonging as a teacher and a researcher in higher education.”

(Derek Bok Center for Teaching and Learning)



Diversity statement components

- Statement of values
- Discussion of teaching
 - How do you make your class accessible to underprepared students?
 - How do you ensure that all students feel welcome and comfortable?
 - How do you manage racially charged or sensitive issues in the classroom
- Discussion of research if applicable
 - Educational outreach
 - Research that contributes to understanding diversity
 - Research that improves the lives of marginalized communities
- Discussion of service
 - Participation in mentoring, advising, or tutoring underrepresented groups
 - Committee service focusing on diversity, equity, inclusion
- Examples of experiences
- Future plans

Take an inclusive view of diversity:

- Race and Ethnicity
- Age and Generation
- Gender and Gender Identity
- Sexual Orientation
- Religious and Spiritual Beliefs
- Disability and Ability
- Socioeconomic Status
- Personal Life Experience



What it can but does not need to do:

- Show that you are a diversity expert
- Demonstrate your diversity
- Show you have experience with all types of diversity



What to avoid:

- Diversity by proxy – borrowing from success of others
- Personal stories of redemption – talking about experiences outside of academia
- The exceptionalist argument – haven't been in a position to fight against exclusionary practices



TEACHING STATEMENT

Portfolio vs. Philosophy vs. Statement

- **Teaching Portfolio** includes a description and evidence of instructor's teaching responsibilities, philosophy, goals and accomplishments as a teacher. It is the CV of teaching (8-10 pages plus Appendix with evidence documents).
- **Teaching Philosophy** describes your personal values on teaching, strategies and objectives. It is part of the Portfolio.
- **Teaching Statement** combines elements of both: briefly describes experience and evidence but focuses on philosophy and methods (1-2 pages).



What search committees look for in teaching statements

Goals for student learning:

- What knowledge, skills, and attitudes are important for student success in your discipline?
- What are you preparing students for?
- What are key challenges in the teaching/ learning process?



Enactment of goals (teaching methods):

- What teaching methods do you use?
- How do these methods contribute to your goals for students?
- Why are these methods appropriate for use in your discipline?

Assessment of goals (measuring student learning):

- How do you know your goals for students are being met?
- What sorts of assessment tools do you use (e.g., tests, papers, portfolios, journals), why?
- What are your teaching evaluations from previous courses?



RESEARCH STATEMENT

Purpose of the research statement

1. Present your scholarship in non-specialist terms;
2. Place your research in a broader context, scientifically and societally
3. Lay out a clear road-map for future accomplishments in the new setting (the institution to which you're applying).

Research statements can be weakened by:

- overly ambitious proposals
- lack of clear direction
- lack of big-picture focus
- inadequate attention to the needs and facilities of the department or position



Format and content of research statement

- 1-3 pages with section and subsection headings. Use bullets.
- Avoid too much jargon
- Use "I" and "my"



Structure and order

- The main theme(s), why it is important, and what specific skills you use to attack the problem.
- A few specific examples of problems you have already solved with success to build credibility and inform people outside your field about what you do.
- A discussion of the future direction of your research for the next 3-5 years.
 - Include several different projects in case one doesn't work out.
 - Mention possible funding agencies.
 - Point out how current faculty may become future partners.
- A final paragraph that gives a good overall impression of your research. Don't sell yourself short; if you think your research could lead to answers for big important questions, say so!

Resources for application materials for faculty positions including examples

- <https://career.ucsf.edu/gsp/faculty-samples#Develop-your-research-teaching-and-diversity-statements>



THANK
YOU!



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