

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

The Resume: Your First Impression

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What's the Point?

“The main purpose of a resume...
is to get you an interview.”

-Peter Fiske

*Putting your Science to Work:
Take Charge Career Guide for Scientists*



The Resume



Purpose?

- For the Candidate: It's a marketing tool
 - It provides you the opportunity to highlight **skills** and demonstrate **fit** for position
- For the Employer: It's a screening tool
 - A good resume may increase your chances to move forward in process
 - A bad resume may hurt your chances and NOT get you a job

Resume Facts

- A recruiter typically spends less than 30 seconds reviewing a resume
- 1 job could equate to 100's of resumes
- At least half of resumes received are not viewed as qualified *(Careerbuilder.com survey)*
- There is no perfect format
 - Every resume is different

Before you Start...

- Be prepared to invest some time!
- Write down your major accomplishments, contributions, skills
- Think of all past experiences
 - Volunteer
 - Leadership
 - Work
 - Project teams
- Keep a master list

Tips for Creating a Resume

- Be clear & concise
- Clear headings with bullets for descriptions underneath
- Reverse chronological order - most recent first
- Most important information towards the top of page
- Consistent font 10-12 pt
- Manage your white space
- Fit everything on 1 pg

Tips for Creating a Resume

- Match it up
- Buzz/searchable words from job description
- Quantify, where possible
- Do not list responsibilities or duties for past experience
- Select major accomplishments or results that describe your *unique* contributions
- No narratives- use sentence fragments
- Use action verbs to start and the **PAR** approach (**P**roblem, **A**ction, **R**esult)

Main Components of a Resume

- Contact information
- Educational background
 - Degrees/certifications earned and expected
- Professional experience
- Leadership experience
- Research experience or lab skills

Main Components of a Resume:

Contact Information

Heather Minks

123 ABC Street Urbana, IL 61801

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217-555-5555



Main Components of a Resume:

Education

- Reverse chronological order
- Degree, Major, GPA, Institution, Date
- May include minor, certification

BS, Molecular and Cellular Biology, University of Illinois

Expected May 2013

Main Components of a Resume:

Experience

- Most recent, significant and relevant experiences
- Bulleted action verbs and quantify results/accomplishments

Job Title, Institution

- Achievement #1
- Achievement #2
- Achievement #3

Start Date-End Date



Sample Action Verbs to Use

- Analyzed
- Coached
- Collaborated
- Conducted
- Coordinated
- Developed
- Established
- Implemented
- Initiated
- Investigated
- Led
- Managed
- Maintained
- Prepared
- Reduced
- Surveyed
- Updated
- Utilized

Main Components of a Resume: *Experience*

Good:

Intern, SENS Research Foundation May-August 2012

- Conducted genotyping and analyzed data
- Presented results

Main Components of a Resume: Experience

Better:

Biosciences Lab Intern, SENS Research Foundation May-August 2012

- Planned and designed genotyping experiment in collaboration with mentor
- Conducted experiments, analyzed data and communicated results to senior leadership
- Presented poster to leadership and peers; selected as “best intern poster”

Practice

Good

Teaching Assistant, U of I

Fall 2011, 2012

- Led undergraduate small group discussions

Better

Teaching Assistant, Introductory Genetics, UIUC

Fall 2001, 2012

- Led 2 undergraduate discussion sections with 25 students each
- Explained challenging quantitative and biological concepts to students

Additional Components of a Resume

- Summary of qualifications vs. objective statement
- Technical skills
- Laboratory skills
- Volunteer activities
- Relevant courses
- Affiliations/memberships
- Honors/awards

Summary of Qualifications vs. Objectives

OBJECTIVE:

Good

To learn of internship opportunities to jumpstart my professional career by utilizing my background in the health service industry.

Better

To incorporate my background in the health service industry and my meticulous organizational skills as a pharmaceutical quality control associate.

Summary of Qualifications vs. Objectives

SUMMARY OF QUALIFICATIONS:

Not Worth It

- Skilled lab technician
- Strong analytical skills
- Strong communication and leadership skills

Better

- Over 3 years of lab experience working with numerous researchers of varying disciplines
- Skilled at managing, analyzing, and presenting data to a wide variety of audiences
- Strong communication and leadership skills developed through leading student teams and volunteer opportunities

Other Main Components of a Resume

Leadership & Volunteer Activities

Vice President, RSO Date-Date

- Organize, coordinate and plan monthly meetings for over 100 students in STEM related disciplines

Laboratory Skills

- PCR, Western Blotting, Protein expression & purification

Honors & Awards

- James Scholar Date

Top Resume Mistakes to Avoid

- Personal information
- Application information
- Spelling, grammar & typographical
- Lack of consistency with formatting, font, order
- Relevancy
- Using templates
- Too much “flash”
- Unprofessional email address
- Generic objectives
- Length

Submitting the Document

- Always submit with a cover letter
- Double check for any mistakes before hitting send
- Convert to PDF file
- Keep track of jobs you apply to and when applied

Review Your Resume!!



QUESTIONS?

